

Specification of Competency Standards
for the Catering Industry
Unit of Competency

Functional Area - Professional Management Skills

Title	Manage warehouses of the catering industry
Code	108305L3
Range	This unit of competency is applicable to practitioners engaged in the warehousing and management in restaurants and establishments. While working in restaurants or relevant workplaces, practitioners should be able to implement the work of warehouse storage, control the level of inventory and ensure the quality of goods independently.
Level	3
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Knowledge of warehouses of the catering industry:</p> <ul style="list-style-type: none"> • Understand the strategies and guidelines of the organisation for warehouse management • Understand how to operate warehouses, including: <ul style="list-style-type: none"> ○ Understand the operations of different units of measurement ○ Understand the operations of different measuring instruments ○ Know about the theory of the 5S practice • Possess good writing and calculation skills <p>2. Manage warehouses of the catering industry:</p> <ul style="list-style-type: none"> • Formulate the plan for inventory resources, including: <ul style="list-style-type: none"> ○ Formulate the plan for inventory resources according to factors such as the capital, operation requirement, market demand and supply, storage space, etc. ○ Decide the safe inventory level for various goods ○ Monitor the proper implementation of the plan for inventory resources • Operate warehouses, including to keep all goods systematically and regularly, and maintain a record of them • Apply the 5S practice in the warehouses of the catering industry, for example: <ul style="list-style-type: none"> ○ Implement the 5S practice, namely Structure, Systematise, Sanitise, Standardise and Self-discipline ○ Provide training to staff to facilitate the implementation of the 5S practice • Manage the operations of the warehouses effectively and ensure the accuracy of records • Report to supervisors the problems that arise during the process of warehouse management when necessary, and propose solutions <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • During the course of work, apply techniques such as the skills of the 5S practice to manage the warehouses of the catering industry, control the level of inventory and ensure the quality of goods in a fair and honest manner
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • Apply the 5S practice in the operation of warehouse storage properly • Assess the inventory level of various goods and the storage of goods
Remark	