

**Specification of Competency Standards**  
**for the Catering Industry**  
**Unit of Competency**

Functional Area - Professional Management Skills

Title	Implement general procurement procedures of the catering industry
Code	108307L3
Range	This unit of competency is applicable to all staff engaged in management in restaurants and establishments. While working in restaurants or relevant workplaces, practitioners should be able to make use of market information, supplier information and quotations independently to implement procurement procedures effectively.
Level	3
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Knowledge of general procurement procedures of the catering industry:</p> <ul style="list-style-type: none"> <li>• Understand the strategies and guidelines of the organisation on the general procurement procedures</li> <li>• Understand the concepts of procurement and its basic principles, including: <ul style="list-style-type: none"> <li>○ Understand the concepts of procurement</li> <li>○ Understand the importance of regular review on procurement procedures</li> <li>○ Understand the specifications, volume, etc. of procurement</li> <li>○ Understand the relationship between procurement, cost and profit</li> <li>○ Understand the basic concepts of logistics</li> </ul> </li> <li>• Acquire procurement market information</li> <li>• Possess skills to interact and communicate with others</li> </ul> <p>2. Implement general procurement procedures of the catering industry:</p> <ul style="list-style-type: none"> <li>• Work according to the organisation's established procurement strategies</li> <li>• Procure ingredients and supplies in accordance with the organisation's established procedures</li> <li>• During the procurement process, make full use of the information acquired, including: <ul style="list-style-type: none"> <li>○ Attention to the information in the procurement market</li> <li>○ Attention to supplier information and quotation</li> <li>○ Search, compare and keep record of supplier information, etc.</li> </ul> </li> <li>• Maintain good relationships with suppliers</li> <li>• Review the established procurement procedures regularly and report to supervisors any problems that may occur</li> </ul> <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> <li>• Follow strictly the guidelines set by the organisation when implementing the general procurement procedures in the catering industry, with observation of the principle of integrity and adherence to the laws</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> <li>• Make use of market information, supplier information and quotations to implement procurement procedures effectively</li> </ul>
Remark	