

Specification of Competency Standards
for the Catering Industry
Unit of Competency

Functional Area - Professional Management Skills

Title	Apply skills for recruitment and human resources supply in the catering industry
Code	108324L5
Range	This unit of competency is applicable to practitioners engaged in management in restaurants and establishments. While working in restaurants or relevant workplaces, practitioners should be able to apply the concepts of human resources management to devise human resources supply plans in respect of recruitment, training and promotion, establishing an efficient workforce.
Level	5
Credit	6
Competency	<p>Performance Requirements</p> <p>1. Knowledge of recruitment and human resources supply:</p> <ul style="list-style-type: none"> • Understand the recruitment and human resources strategies of the organisation • Understand the concepts of human resources management • Understand the importance of continuity of talent replacement • Possess relevant work abilities, such as: <ul style="list-style-type: none"> ○ Ability to devise effective human resources plans ○ Ability to recruit suitable staff <p>2. Apply skills for recruitment and human resources supply in the catering industry:</p> <ul style="list-style-type: none"> • Assist management in formulating recruitment and human resources strategies, and conduct regular reviews • Apply the concepts of human resources for optimal enterprise efficiency in daily work, including: <ul style="list-style-type: none"> ○ Determine the supply and demand of talents ○ Ensure the balance between supply and demand of human resources in the organisation ○ Establish an energetic and efficient workforce for the organisation through recruitment, training and promotion, etc. • Assist management in devising human resources plans, including: <ul style="list-style-type: none"> ○ Devise human resources plans ○ Maintain team spirit among staff ○ Allocate duties properly to improve the efficiency of staff ○ Master the methods of staff performance appraisal, etc. • Recruit appropriate staff, such as: <ul style="list-style-type: none"> ○ Enhance the effectiveness of candidate application and recruit appropriate staff via different channels flexibly ○ Enhance staff quality by capitalising on the image of the organisation as a selling point in recruitment ○ Master the modern standards of talents, and prepare proper recruitment criteria, work analysis and design ○ Master the concepts and skills of remuneration management • Apply skills for recruitment and human resources supply in the catering industry, including: <ul style="list-style-type: none"> ○ Devise human resources supply plans in respect of recruitment, training and promotion • Establish an efficient workforce, etc.

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	<p>3. Exhibit professionalism</p> <ul style="list-style-type: none">• Insist on working in an impartial manner when handling recruitment and human resources supply in the catering industry, treating each of the staff members and other stakeholders fairly
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none">• Devise human resources supply plans in respect of recruitment, training and promotion effectively, and establish an efficient workforce in order to enhance the economic benefits of the organisation
Remark	