

Specification of Competency Standards
for the Catering Industry
Unit of Competency

Functional Area - Professional Management Skills

Title	Establish policies and procedures for handling non-domestic labour force
Code	108329L5
Range	This unit of competency is applicable to managerial staff of restaurants and establishments. This UoC concerns the establishment of policies and procedures for handling non-domestic labour force due to labour shortage, needs for people with special skills or other factors in order to recruit suitable non-domestic staff to fill job vacancies in restaurants.
Level	5
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Knowledge of handling non-domestic labour force:</p> <ul style="list-style-type: none"> • Analyse the overall operation conditions and competitions in human resources of the catering industry in Hong Kong • Identify the approaches for handling Hong Kong and international labour relations • Possess knowledge of the procedures for handling domestic and non-domestic labour force, and the related laws and regulations • Possess skills to communicate with people of different nationalities and strata, and build good interpersonal relationships • Possess independent analytical and judgment skills • Possess leadership skills to lead subordinates and allocate resources to: <ul style="list-style-type: none"> ○ Plan for designated projects ○ Establish relevant policies and procedures ○ Complete projects on time <p>2. Establish policies and procedures for handling non-domestic labour force:</p> <ul style="list-style-type: none"> • Plan manpower structures of the restaurants that include domestic and non-domestic labour force according to the competitive environment and the labour supply situations faced by the restaurants • Identify jobs that require or are suitable to be held by non-domestic staff, such as: <ul style="list-style-type: none"> ○ Chefs cooking foreign meals ○ Floor staff speaking foreign dialects ○ Work areas where employing local labour force is difficult, such as dishwashing and cleaning • Comply with the laws and regulations, and the relevant arrangements, governing the employment of non-domestic staff in Hong Kong. For example, the major channels for employing foreign staff are: <ul style="list-style-type: none"> ○ General employment policies ○ Admission Scheme for Mainland Talents and Professionals ○ Immigration Arrangement for Non-local Graduates • Through suitable channels, employ appropriate non-domestic staff to fill job vacancies in the restaurants • Ensure enforcement of legal requirements for non-domestic staff, for example: <ul style="list-style-type: none"> ○ Employers must enrol employees in an MPF scheme within 60 days starting from the 13th month of employment ○ Special arrangements regarding income may need to be made, including: <ul style="list-style-type: none"> ▪ Salary tax ▪ Specific compensation ▪ Severance payment ▪ Long service payment

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	<ul style="list-style-type: none"> ▪ Allowances to Jurors • Integrate the above measures as the policies and procedures for handling non-domestic labour force of the restaurants for publication and implementation • Regularly review the specified policies and procedures <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Use professional knowledge and maintain ethics to establish policies and procedures for handling non-domestic labour force. Do not make illegal actions due to financial or other considerations • Treat and handle domestic and non-domestic labour force fairly
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • Establish policies and procedure for handling non-domestic labour force according to the restaurants' own situations • Successfully employ suitable non-domestic staff to fill job vacancies of the restaurants
Remark	