

Specification of Competency Standards
for the Catering Industry
Unit of Competency

Functional Area - Professional Skills for the Table Service Section

Title	Manage beverage counters in Chinese restaurants
Code	108360L3
Range	This unit of competency is applicable to practitioners engaged in management of the beverage counters or the table services section in Chinese restaurants and establishments. While working in restaurants or relevant workplaces, practitioners should be able to manage independently the purchase and storage of the materials used in the beverage counters, and control the production costs.
Level	3
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Knowledge of managing beverage counters of the Chinese restaurants:</p> <ul style="list-style-type: none"> • Master the methods for preparing various kinds of materials used in the beverage counters • Know about the procedures of using the ancillary materials • Understand the influences of quality control on the costs • Possess the skill to communicate with staff at all levels <p>2. Manage beverage counters of the Chinese restaurants:</p> <ul style="list-style-type: none"> • In the daily work, properly manage the beverage counters of the Chinese restaurants, including: <ul style="list-style-type: none"> ○ Purchase goods based on the information in the records of the computer system ○ Make appropriate records of the information of the goods, for example: <ul style="list-style-type: none"> ▪ Implement sales ▪ Purchase ▪ Stock ▪ Storage • Control the production costs of the beverage counters, such as: <ul style="list-style-type: none"> ○ Store and reuse materials as and when appropriate ○ Control the usage and flow of raw materials to keep in pace with sales ○ Prepare beverages and dish plates according to the standard drink list ○ Determine the materials required and adjust the amounts according to the demand • Maintain good communication with staff of the beverage counters to improve their work efficiency <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Always manage the beverage counters of the Chinese restaurants in a fair and impartial manner to balance the interests of the staff and the organisation
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • Arrange and record the sales, purchase, procurement and storage of the materials in the beverage counters according to established procedures of the organisation • Prepare beverages and dish plates according to the standard drink list independently • Control the production costs of the beverage counters
Remark	