

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

Functional Area - Professional Skills for the Table Service Section

Title	Coordinate banquet services in Chinese restaurants
Code	108368L4
Range	This unit of competency is applicable to all practitioners in Chinese restaurants and establishments. While working in restaurants or relevant workplaces, practitioners should be able to organise and arrange banquet services effectively.
Level	4
Credit	6
Competency	<p>Performance Requirements</p> <p>1. Knowledge of banquet services in the Chinese restaurants:</p> <ul style="list-style-type: none"> <li>• Master the arrangement of banquet service staff, including: <ul style="list-style-type: none"> <li>○ Know about banquet types or styles, and make suitable staff arrangements</li> <li>○ Possess good communication abilities with both internal and external parties</li> <li>○ Prepare budget statements of different banquets, organise, convene and assign duties in order to meet the requirements of high quality banquet services, etc.</li> </ul> </li> <li>• Master the estimation of operation tools required for banquets, including: <ul style="list-style-type: none"> <li>○ Master the materials required for organising banquets and offer coordination, cooperation and supply</li> <li>○ Know how to coordinate with the relevant sections on using utensils, etc.</li> </ul> </li> <li>• Possess good communication skills with people from all walks of life and good interpersonal skills</li> </ul> <p>2. Coordinate banquet services in the Chinese restaurants:</p> <ul style="list-style-type: none"> <li>• Always coordinate banquet services with the acquired knowledge and management skills during the course of work</li> <li>• Assist in designing banquet venues</li> <li>• Ensure that all requirements for high quality banquet services are implemented</li> <li>• Handle the operations in the kitchen section and the catering services section, including: <ul style="list-style-type: none"> <li>○ Prepare materials required for organising banquets</li> <li>○ Coordinate the operations in the kitchen section and the catering services section effectively, etc.</li> </ul> </li> <li>• Offer banquet services in the Chinese restaurants, including: <ul style="list-style-type: none"> <li>○ Arrange appropriate staff and tools when organising banquet services</li> <li>○ Coordinate the relevant sections in the restaurant</li> <li>○ Prepare budget statements of various types of banquets</li> <li>○ Allocate operation tools, etc.</li> </ul> </li> <li>• Always maintain good communication and relationships with all relevant parties</li> </ul> <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> <li>• Treat different sections and staff with fairness and impartiality when coordinating banquet services in the catering industry</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> <li>• Arrange service staff and operation tools in banquet venues effectively</li> <li>• Coordinate the operations in the kitchen section and the catering services section systematically</li> </ul>
Remark	