

Specification of Competency Standards
for the Catering Industry
Unit of Competency

Functional Area - Generic Skills

Title	Operate cash registers
Code	108537L2
Range	This unit of competency is applicable to all practitioners who work as cashiers in Chinese restaurants and establishments. While working in restaurants or relevant workplaces, practitioners should be able to operate a cash register correctly to record turnover and handle different bill payment methods.
Level	2
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Knowledge of operating cash registers</p> <ul style="list-style-type: none"> • Know about the components of the cash register, its basic functions, operating principles, etc. • Know about the functions of the keypad arrangements on different pages of the cash register • Know about the local and foreign currencies commonly used in Hong Kong • Understand the basic procedures of transaction and bill payment • Understand the relevant guidelines for restaurants or establishments regarding bill payment, for example: <ul style="list-style-type: none"> ○ Not accepting coins with small face values such as 10 and 20 cents ○ Not accepting notes with large face values such as 1,000 dollars ○ Designated foreign currency exchange rate ○ Minimum credit card spending, etc. <p>2. Operate cash registers</p> <ul style="list-style-type: none"> • Operate the cash register and print receipts, including: <ul style="list-style-type: none"> ○ Fully turn on the cash register and log in the system ○ Create bills for individual customers ○ Enter basic information such as table number, location and headcount ○ Print customers' bills • Give correct changes <ul style="list-style-type: none"> ○ Identify the currencies commonly used in Hong Kong ○ Distinguish fake notes from genuine ones by visual inspection, touching and a currency detector • Handle the bills paid by credit cards or EPS cards, including: <ul style="list-style-type: none"> ○ Differentiate different kinds of credit cards and their functions ○ Handle and remind customers various credit card promotions ○ Handle other electronic and non-electronic bill payment methods accepted by the restaurants and establishments ○ Operate the cash register correctly to complete the whole bill payment process <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • While working in restaurants or relevant workplaces, make every effort to ensure the correct operation of the cash register in order to handle bill payment through different means and record turnover
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • Operate cash registers correctly

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	<ul style="list-style-type: none">• Handle various kinds of bill payment methods, e.g. payment by cash in different currencies, credit cards, EPS, octopus cards, cheques, other electronic payment methods, etc.
Remark	