Specification of Competency Standards
for the Catering Industry
Unit of Competency

Functional Area - Generic Skills

Title	Use computer application software for the catering industry
Code	108549L3
Range	This unit of competency is applicable to staff who are responsible for operations and sales management in restaurants and establishments. While working in restaurants or relevant workplaces, practitioners should be able to prepare all kinds of reports with basic computer application software independently.
Level	3
Credit	4

Competency	Performance Requirements
	1. Knowledge of computer application software:
	
	• Know about basic computer components, including:
	   o Mainframe memory system
	   o Input keyboard
	   o Mouse
	   o Printer, etc.
	• Know how to turn on all components of the computer system in restaurants
	• Know about the basic functions of various computer software
	• Master the correct ways to operate a personal computer
	• Master the skills of using basic computer application software
	• Know how to communicate effectively with computer application software suppliers
	
	2. Use computer application software for the catering industry:
	
	• In the daily work of restaurant:
	   o Use word processing software (Word) to prepare documents (e.g. letters, notices and forms) in daily clerical duties
	   o Use spreadsheet software (Excel) to create databases, and perform calculations, doing statistics and drawing charts while preparing tables
	   o Use presentation software (PowerPoint) to prepare presentation documents, including slides, outlines and memorandum, and show slides through a computer
	   o Perform simple editing, typesetting and design by using such software
	• Prepare various kinds of reports, spreadsheet analyses and notices with the computer application software
	• Contact computer application software suppliers to solve problems encountered
	• Report to supervisor regularly on the operation of the computer application software and the occurrence of any abnormal conditions
	
	3. Exhibit professionalism
	
	• While working in restaurants or related workplaces, make every effort to ensure the computer application software for the catering industry is used correctly and effectively to promote the business of the establishments.

Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to: • Prepare various kinds of reports, tables and notices with basic computer application software independently
Remark	