

Specification of Competency Standards
for the Catering Industry
Unit of Competency

Functional Area - Professional Management Skills

Title	Establish guidelines and procedures for handling kitchen waste
Code	109625L4
Range	This unit of competency is applicable to managerial staff responsible for establishing policies and measures in restaurants or establishments. This UoC concerns the establishment of proper guidelines and procedures for handling kitchen waste in restaurants or related workplaces, resulting in the minimization of food waste and proper handling of kitchen waste, to enhance the overall image of the restaurants.
Level	4
Credit	4
Competency	<p>Performance Requirements</p> <p>1. Knowledge for handling kitchen waste:</p> <ul style="list-style-type: none"> • Possess in-depth knowledge of the procedures for handling kitchen waste and leftovers recommended by leading organizations in society • Possess in-depth knowledge of the guidelines for handling kitchen waste from government agencies, including: <ul style="list-style-type: none"> ○ Food and Environmental Hygiene Department ○ Environmental Protection Department ○ Centre for Food Safety • Possess in-depth knowledge of the environmental protection measures that can be implemented actively during the handling of kitchen waste • Possess in-depth knowledge of the attitude of the restaurants or establishments towards kitchen waste handling and the allocation of resources on related matters • Possess strong skills to communicate with people from different strata • Possess abilities to handle information precisely and promote activities <p>2. Establish guidelines and procedures for handling kitchen waste:</p> <ul style="list-style-type: none"> • Always monitor the actual situations of kitchen waste and leftovers in the restaurants during work, for example: <ul style="list-style-type: none"> ○ Waste produced during food production, distribution and storage, as well as during meal preparation or consumption ○ Track and analyses waste disposed of by restaurants, including raw / cooked food, edible and non-edible parts, etc. ○ Separate food waste, plastics, glasses, metals, waste paper and liquid waste in different color bins ○ Review the food purchased by the restaurants ○ Check the inventory and compare the amount of food purchased with the amount of items being disposed of • Based on the above findings, establish restaurants' own policies and measures for handling kitchen waste, for example: <ul style="list-style-type: none"> ○ Buy machines to handle kitchen waste and list the related processing steps and subsequent work ○ Categories kitchen waste and transfer it to recycling agencies or organic resource recycling centers ○ Donate surplus food to welfare institutions or people in need to share the food ○ Assist the government and business sector to recycle food waste and leftovers • In the restaurants, promote the established guidelines and procedures for handling food waste and mobilize the community to participate (including staff and customers)

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	<ul style="list-style-type: none">• Seek advice or explanations from superiors when in doubt with the above-mentioned matters in a timely manner <p>3. Exhibit professionalism</p> <ul style="list-style-type: none">• Always uphold the principle of 'use less, waste less' during work in order to reduce the consumption of resources and reduce the burden of kitchen waste on the local environment• Never intentionally fail to carry out the related measures or violate regulatory laws due to considerations such as convenience and benefits
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none">• Independently establish guidelines and procedures for handling kitchen waste that fit establishments' actual situations• Correctly implement the related measures, processing steps, etc.
Remark	