

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

Functional Area - Professional Skills for the Production Section

Title	Establish standard operating procedures for cooking
Code	109668L3
Range	This unit of competency is applicable to practitioners of production department of catering industry. When working at catering establishments and relevant working places, practitioners should be able to formulate standard operating procedures for all dishes and apply into daily operation of production department.
Level	3
Credit	3
Competency	<p>Performance Requirements</p> <p>1. know the importance of standard operating procedures to catering establishment</p> <ul style="list-style-type: none"> <li>• Shorten the time for learning and reduce number of mistakes when cooking</li> <li>• Enhance effectiveness of operation</li> <li>• Avoiding wasting of resources and be environmentally friendly</li> <li>• Maintain quality of product delivered by production department</li> </ul> <p>2. Establish standard operating procedures for cooking:</p> <ul style="list-style-type: none"> <li>• Demonstrate theoretical knowledge of formulating standard operating procedures for cooking, including: <ul style="list-style-type: none"> <li>○ Understand production department, such as management of ingredients, manpower planning, cooking procedures and standard of all dishes</li> <li>○ Know steps, how standards, training questions, why the task important for trainee and customers</li> </ul> </li> <li>• Possess good skills of formulating standard operating procedures. For example: <ul style="list-style-type: none"> <li>○ Writing skills of standard operating procedures</li> <li>○ Design relevant form and log sheet</li> <li>○ Provide tips at the training questions</li> </ul> </li> </ul> <p>3. Exhibit professionalism:</p> <ul style="list-style-type: none"> <li>• Follow the standard workflow and procedures to operate production department</li> <li>• Formulate standard operating procedures for cooking according to daily operation of production department</li> <li>• Ask trainee to practice the task from start to end to test competency and summary questions.</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> <li>• Formulate standard operating procedures for cooking to enhance effectiveness of daily operation of catering establishment</li> </ul>
Remark	