

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

1. Title	Implement general procurement procedures of the catering industry
2. Code	CCZZMS306A
3. Level	3
4. Credit	3
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 The concepts of procurement and its basic principles</p> <ul style="list-style-type: none"> ◆ Understand the concepts of procurement ◆ Understand the importance of regular review on procurement procedures ◆ Understand the specifications and volume of procurement and etc ◆ Understand the relationship between procurement, cost and profit ◆ Understand the basic concepts of logistics <p>5.2 Master procurement information</p> <ul style="list-style-type: none"> ◆ Master information in the procurement market ◆ Maintain good relationship with suppliers ◆ Search for, compare and keep record of supplier information <p>5.3 Procure ingredients and supplies</p> <ul style="list-style-type: none"> ◆ Procure ingredients and supplies according to the procedures
6. Range	While working in Chinese restaurants or relevant workplaces, practitioners should be able to make use of market information, supplier information and quotations independently in order to implement the procurement procedures effectively.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) the abilities to make use of market information, supplier information and quotations in order to implement the procurement procedures effectively.
8. Remarks	This unit of competency is applicable to all staff engaged in management in Chinese restaurants.