

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

1. Title	Coordinate banquet services in the Chinese catering industry
2. Code	CCZZSS401A
3. Level	4
4. Credit	6
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Arrange banquet service staff</p> <ul style="list-style-type: none"> ◆ Design banquet venue, know about banquet types or styles, and make suitable staff arrangements ◆ Possess good communication abilities with both internal and external parties ◆ Prepare budget statements of different banquets, organize, convene and assign duties in order to meet the requirements of high quality banquet services <p>5.2 Estimate operation tools required for banquets</p> <ul style="list-style-type: none"> ◆ Master the materials required for organizing banquets and offer coordination, cooperation and supply ◆ Know how to coordinate with the relevant sections on using utensils ◆ Prepare budget statements of different banquets and allocate operation tools <p>5.3 Coordinate the operations in the kitchen section and the catering services section</p> <ul style="list-style-type: none"> ◆ Prepare materials required for organizing banquets and coordinate the operations in the kitchen section and the catering services section effectively <p>5.4 Offer banquet services in the Chinese catering industry</p> <ul style="list-style-type: none"> ◆ Arrange staff and tools and coordinate the relevant sections when organizing banquet services
6. Range	While working in Chinese restaurants or relevant workplaces, practitioners should be able to organize and arrange banquet services effectively.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) the abilities to arrange service staff and operation tools in banquet venue effectively; and (ii) the abilities to coordinate the operations in the kitchen section and the catering services section systematically.
8. Remarks	This unit of competency is applicable to all practitioners in Chinese restaurants.