

	<b>Unit ID: 535</b>
<b>Domain</b>	<b>COMMERCIAL COOKERY AND CATERING</b>
<b>Title:</b>	<b>Plan, cost and control menu-based catering in a hospitality establishment</b>
<b>Level: 4</b>	<b>Credits: 10</b>

### Purpose

People credited with this unit standard are able to: plan menu-based catering; cost menu-based catering; control menu-based catering; and oversee waste controls and recycling of food products.

### Special Notes

1. Entry information

Prerequisites:

- Unit 42 *Follow workplace health, safety and hygiene procedures in a hospitality establishment* or demonstrated equivalent knowledge and skills
- Unit 292 *Practice food safety methods in a hospitality establishment* or demonstrated equivalent knowledge and skills.

2. Assessment evidence may be collected from a real workplace or simulated workplace in which there is a high degree of realism that replicates a commercial workplace setting. Where a simulated workplace is used, candidates must:

- be placed under realistic time pressures
- use commercial equipment for both training and assessment
- encounter realistic customer/staff ratios.

While the end user in the assessment activity need not be a guest, there must be documented evidence of multiple occasions where the candidate has produced product or similar for guests who have the expectations of a paying guest.

3. All establishment orders and production cost control systems must be used in accordance with systems requirements and establishment procedures.
4. All inspection, operation and maintenance procedures associated with the use of tools and equipment shall comply with establishment procedures and manufacturer's instructions.
5. Glossary

- *Menus* may be classical, modern or ethnic. *Types of menus* may include but are not limited to table d'hote; a la carte; set menu; function; buffet; cyclical.
  - *Catering control procedures* are the processes and procedures implemented at the operational level that result in the control of costs, energy usage, materials and time.
  - The term *establishment requirements* or procedures refers to any policy, procedure, recipe, or agreed requirement, either written or oral, that is made known to the worker for use in their work.
  - *Safe working practices* include day to day observation of safety policies and procedures, legislative requirements and professional requirements.
  - *Specifications* refers to any, or all of the following: manufacturer's specifications and recommendations, establishment specific requirements.
6. Regulations and legislation relevant to this unit standard include the following:
- Labour Act No 11 2007 as amended
  - Tobacco Products Control Act No 1 of 2010
  - Namibia Tourism Board Act 21 of 2000
  - Public Health Amendment Act 45 of 1976
  - The International Health Regulation Act 28 of 1974
  - Regulations relating to the Health and Safety of employees at work, 1997 and all subsequent amendments to any of the above.

### **Quality Assurance Requirements**

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority. All approved unit standards, qualifications and national assessment arrangements are available on the Namibia Training Authority website [www.nta.com.na](http://www.nta.com.na)

## **Elements and Performance Criteria**

### **Element 1: Plan menu-based catering**

#### **Performance Criteria**

- 1.1 Establishment and/or guest requirements for menus are identified in line with establishment procedures.
- 1.2 Menus are prepared as required by the establishment, type of cuisine or particular situation, ensuring balance in the variety of cooking methods,

colours, tastes and food textures, nutritional value, seasonal availability, results of sales analysis and guest feedback.

- 1.3 Menus are written using language that is appropriate for the style of menu and guests and include item descriptions that are informative, accurate and promote the relevant menu items.

## **Element 2: Cost menu-based catering**

### **Range**

Cost restraints may include but are not limited to establishment policy on menu pricing and gross margins, budget, labour requirements.

### **Performance Criteria**

- 2.1 Cost constraints on menus are identified in line with establishment procedures.
- 2.2 Menus are costed taking into account cost constraints in line with establishment procedures.

## **Element 3: Control menu-based catering**

### **Range**

*Catering control systems* may be manual or computerised, and may include but are not limited to the use of production planning sheets; sales analysis forms; daily kitchen reports; wastage sheets.

### **Performance Criteria**

- 3.1 Catering control systems are selected and used according to establishment procedures.
- 3.2 Production schedules are planned giving consideration to menu constraints, available equipment, expertise of labour, and available time.
- 3.3 Labour costs are controlled, giving consideration to rosters, scheduling, business volumes, and rates.
- 3.4 Product utilisation and quality are optimised through the application of portion control and effective yield testing.
- 3.5 Stock control measures are applied in line with the establishment's receiving and storing procedures.
- 3.6 Procedures to maintain security in food production and storage areas are applied to minimise risks of theft, damage and loss in line with establishment procedures.

## **Element 4: Oversee waste controls and recycling of food products**

### **Range**

*Procedures for reducing wastage* must include but are not limited to: portion control; ordering to specifications; stock rotation; using appropriate equipment; appropriate storage; using standard recipe cards.

*Re-usable products* may include but are not limited to: meat and fish off-cuts; bones and trimmings; vegetable peelings and off-cuts.

*Recyclable products* may include but are not limited to: glass bottles and jars; plastics; paper and cardboard; tin or aluminum containers; vegetable matter.

### **Performance Criteria**

- 4.1 Appropriate procedures for reducing wastage during ordering, storage and processing of food are identified in line with establishment procedures.
- 4.2 Appropriate security measures to reduce loss are identified in line with establishment procedures.
- 4.3 Monitoring ensures that portion control is implemented in line with establishment procedures.
- 4.4 Calibrated equipment is used to ensure correct portion control in line with establishment procedures.
- 4.5 Monitoring ensures that recipes are followed accurately to avoid wastage in line with establishment procedures.
- 4.6 Monitoring ensures that suitable quantities of stock are ordered to avoid over or under-ordering in line with establishment procedures.
- 4.7 Monitoring ensures that stock is accurately rotated and documented in line with establishment procedures.
- 4.8 Monitoring ensures that food is correctly and securely stored to minimise wastage and loss in line with establishment procedures.
- 4.9 Monitoring ensures that re-usable by-products of food preparation and cooking are utilised effectively where appropriate in line with establishment procedures.
- 4.10 Monitoring ensures that recyclable products not used are disposed of in an environmentally appropriate way in line with the relevant food safety plan and establishment requirements.
- 4.11 Monitoring ensures that non-recyclable products are disposed of according to safety, environmental, legislative and environmental requirements.

## **Registration Data**

<b>Subfield:</b>	Hospitality and Tourism
<b>Date first registered:</b>	13 November 2008
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<b>Body responsible for review:</b>	Namibia Training Authority