

Domain	HOSPITALITY OPERATIONS	Unit ID: 545
Title:	Manage purchasing and control of stock and supplies in a hospitality establishment	
Level: 5		Credits: 6

Purpose

This unit standard specifies the competencies required to manage stock, purchasing and stock control in a hospitality establishment. It includes establishing and implementing an order and supply process and a stock control system. This unit standard is intended for those who work as managers in the hospitality and tourism industry.

Special Notes

1. Entry information

Prerequisite:

- Unit 42 *Follow workplace health, safety and hygiene procedures in a hospitality establishment* or demonstrated equivalent knowledge and skills.
2. Assessment evidence may be collected from a real workplace, or simulated real workplace or an appropriate simulated realistic environment in which hospitality operations are carried out.
 3. All inspection, operation and maintenance procedures associated with the use of tools and equipment shall comply with establishment procedures and manufacturer's instructions.
 4. *Safe working practices* include day to day observation of safety policies and procedures, legislative requirements and professional requirements.
 5. '*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, 15 of 2004
 - Companies Act of 2004
 - Income Tax Amendment Act, 10 of 2003
 - Sales Tax Act, 5 of 1992
 - Value-Added Tax Amendment Act, 12 of 2004
 - Occupational Health and Safety Regulations No.18, 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

Elements and Performance Criteria

Element 1: Establish and implement an order and supply process

Range

Order procedures include but are not limited to minimum and maximum stock levels, preferred suppliers, buyers list, purchasing specifications, quotations (price range), order lists.

Stock may include but is not limited to food and beverage, linen, housekeeping supplies and amenities, stationery, cleaning agents and chemicals, general stores, merchandise.

Supply and delivery processes include but are not limited to monitoring of quality, quantity, purchasing conditions (price, time, packaging, delivery).

Performance Criteria

- 1.1 An order and supply process is established and implemented that meets establishment requirements.
- 1.2 Order quantities are established based on internal information and supplier advice in line with establishment procedures.
- 1.3 Required stock levels are determined according to peak seasons, special events and supplier's lead-time in line with establishment procedures.
- 1.4 The order and supply process, which includes monitoring quality during supply and delivery processes, is developed in line with establishment and legislative requirements.

Element 2: Establish and implement stock control systems

Range

Stock control systems may include but are not limited to integrated point of sale systems, impress, ledgers, bin cards, stocktaking systems, stock valuation systems, stock reporting systems.

Special control systems for items of high wastage may include but are not limited to systems for receiving, storing and issuing; requisitioning; controlling issue quantities; issuing to authorised persons; procedures for stock transfer to other departments, detection and minimisation of unauthorized removal of establishment property.

Data for establishing stock control systems may include but is not limited to yield tests, statistical sales figures, stock take figures, expiry date.

Standard methods and measures will vary depending on the product item but may include portion size (e.g. weight, size, volume, count, scoop, measure, cup, slices), standard recipes.

Performance Criteria

- 2.1 Stock control systems are developed and communicated to all appropriate staff in a timely manner in line with establishment procedures.
- 2.2 Special control systems are applied to items showing high wastage or loss in line with establishment procedures.
- 2.3 Data is correctly used to calculate standard methods and measures and this information is communicated in a timely manner to appropriate staff in line with establishment procedures.
- 2.4 Systems are monitored in the workplace and adjustments are made according to feedback and operational experience in line with establishment procedures.
- 2.5 Training of staff to minimise stock wastage is initiated, including use of standard methods and measures in line with establishment procedures.

Registration Data

Subfield:	Hospitality and Tourism
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