

	<b>Unit ID: 557</b>
<b>Domain</b>	<b>COMMERCIAL COOKERY AND CATERING</b>
<b>Title:</b>	<b>Manage food costing and control systems in a hospitality establishment</b>
<b>Level: 5</b>	<b>Credits: 10</b>

### Purpose

This unit standard specifies the competency required to establish and monitor the costs involved in operating a food service operation. People credited with this unit standard are able to: establish and maintain a purchasing and ordering system; establish and maintain a financial control system; maintain a production control system; and apply business and computing technologies to administer food costing and control systems.

### 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.

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. Glossary

- *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 in the kitchen 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.
5. 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
  - The Social Security Act 1994
  - The Employee Compensation Amendment Act 5 of 1995
  - Public Health Amendment Act 45 of 1976
  - The International Health Regulation Act 28 of 1974
  - Namibia Tourism Board Act 21 of 2000
  - 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: Establish and maintain a purchasing and ordering system**

#### **Performance Criteria**

- 1.1 Appropriate purchasing and ordering systems are identified or established and implemented to maximise food quality and minimise costs and wastage.
- 1.2 Systems for storing and recording food items are identified or established and maintained to avoid deterioration, wastage, over ordering, theft, and spoilage.
- 1.3 Stock records are systematically and regularly monitored and updated in line with establishment procedures.

## **Element 2: Establish and maintain a financial control system**

### **Performance Criteria**

- 2.1 Departmental and operational income statements are prepared and recorded accurately and on time in line with establishment procedures.
- 2.2 Budget forecasts are planned and met within defined fiscal periods in line with establishment procedures.
- 2.3 Variations between actual and projected budgets are identified and explained in line with establishment procedures.
- 2.4 Financial records are maintained in line with establishment procedures.

## **Element 3: Maintain a production control system**

### **Range**

*Control systems* may be computerised or manual and may cover stock control, on-line purchasing, income and expenditure and summary reports of usage.

*Daily 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 Food control and production schedules are identified or developed and maintained in a manner which maximises efficiency and minimises waste.
- 3.2 Work flows and staff rostering systems are identified or designed to minimise unit labour cost and comply with legislative and establishment requirements.
- 3.3 Daily sales are monitored and timely adjustments made to menus to reflect guest preferences, business volumes, seasonal availability, special days, and establishment requirements.
- 3.4 Control systems are used in line with legislative and establishment requirements.

## **Element 4: Apply business and computing technologies to administer food costing and control systems**

### **Range**

*Computer systems and business machines* may include but are not limited to: point of sale systems; integrated computer-based systems; calculators.

*Computer software* may include but is not limited to: spreadsheets; accounting packages; databases; financial planning and tracking packages; stock control; rostering; scheduling and production.

*Actions to improve professional practice* may include but is not limited to: reading relevant industry literature; attending trade shows, exhibitions, competitions; discussion with suppliers; monitoring developments in other establishments.

### **Performance Criteria**

- 4.1 Appropriate business and computer technologies are identified, selected and applied in the administration of food costing and control systems.
- 4.2 Appropriate software is identified, and applied in the administration of food costing and control systems.
- 4.3 Systems updates are evaluated and used where appropriate.
- 4.4 Personal knowledge of business and computing software and hardware used in administering food costing and control systems is evaluated and, where necessary, actions are taken to improve this aspect of professional practice.

### **Registration Data**

<b>Subfield:</b>	Hospitality and Tourism
<b>Date first registered:</b>	13 November 2008
<b>Date this version registered:</b>	15 November 2012
<b>Anticipated review:</b>	2017
<b>Body responsible for review:</b>	Namibia Training Authority