

Title	Demonstrate knowledge of purchasing and stores management in a hospitality environment		
Level	5	Credits	10

Purpose	<p>This unit standard is for experienced people requiring knowledge of purchasing and stores management in the hospitality industry.</p> <p>People credited with this unit standard are able to demonstrate knowledge of: the components of purchasing and stores management; purchasing processes; and goods storage in a hospitality environment.</p>
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Classification	Hospitality > Hospitality Management
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Available grade	Achieved
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Guidance Information

1 Definitions

Equipment refers to large and small equipment, fittings, and fixtures.

Establishment requirements referred to in this unit standard may include but are not limited to the applicable procedures found in the following: establishment performance guidelines and standards; equipment manufacturer's procedures and specifications; Government and local body legislation.

2 Reference

Reference texts may include but are not limited to: Hayes, D.K., Ninemeier, J.D, Miller, A.A. (2017), *Hotel operations management*. 3rd ed. Boston: Pearson; Davis, B., Lockwood, A., Alcott, P., Pantelidis, I. (2012), *Food and beverage management*. 5th ed. Abingdon, Oxon: Routledge.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of the components of purchasing and stores management.

Performance criteria

- 1.1 Different approaches to purchasing responsibility and advantages and disadvantages are explained.
- Range approaches include but are not limited to – centralised, decentralised, group purchasing, delegated authority organisations, nominated and consortium organisations, owner proprietor.
- 1.2 Principles, benefits and problems of divided purchasing responsibilities are explained in relation to various hospitality sectors.
- Range hospitality sectors may include but are not limited to – restaurants, cafés, bars, cafeterias, functions; evidence of two hospitality sectors is required.
- 1.3 Purchasing methods are explained in accordance with establishment requirements.
- Range methods may include but are not limited to – consortium/co-operative buying, contract buying, speculative buying, market buying.
- 1.4 The shelf-life and customer expectations of various hospitality products are explained in accordance with establishment requirements.
- Range products may include but are not limited to – food and beverage, chemicals, uniforms, linen.
- 1.5 The purchase and stock control software available for use in a hospitality environment is explained in accordance with establishment requirements.

Outcome 2

Demonstrate knowledge of purchasing processes in a hospitality environment.

Performance criteria

- 2.1 Information sources relevant to purchasing hospitality goods and services are identified and explained in accordance with establishment requirements.
- 2.2 The value and format of purchase specifications are explained in accordance with establishment requirements.
- 2.3 Purchase specifications for specific hospitality items are developed in accordance with establishment requirements.
- Range items may include but are not limited to – perishable commodities; equipment and maintenance products – furniture, linen, furnishings; evidence of one commodity item and one product item is required.

- 2.4 Procedures for supplier performance and product quality assurance are developed in accordance with establishment requirements.
- 2.5 Factors affecting optimal ordering for hospitality goods are explained.
- Range factors may include but is not limited to – lead times, usage rates, units and costs, seasonality.
- 2.6 Tender and contract agreements for the purchase of hospitality supplies and equipment are explained in accordance with establishment requirements.

Outcome 3

Demonstrate knowledge of goods storage in a hospitality environment.

Performance criteria

- 3.1 Hospitality stores and stock control records are explained
- Range may include but is not limited to – holding time for goods, stock levels, stock rotation.
- 3.2 Optimum storage conditions, stores lay-out, and organisation for common hospitality stores are explained.
- Range may include but is not limited to – perishable commodities, non-perishable commodities, furniture, linen and furnishings.
- 3.3 The systems and documentation involved in the storing, issuing, and pricing of hospitality products are evaluated and explained in accordance with establishment requirements.
- 3.4 Uses of pricing control systems are explained in accordance with establishment requirements.
- Range control systems may include but are not limited to – ‘first in first out’ (FIFO), actual, most recent, average, weighted.
- 3.5 Uses of stores layout and FIFO are explained in accordance with establishment requirements.
- Range stores layout may include but is not limited to – dry goods, wet goods, cellar, bottle store, hazardous products.

Planned review date	31 December 2023
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	17 August 1999	31 December 2012
Revision	2	15 November 2002	31 December 2012
Review	3	26 April 2005	31 December 2012
Review	4	22 October 2010	31 December 2017
Review	5	20 February 2014	31 December 2020
Review	6	25 January 2018	N/A

Consent and Moderation Requirements (CMR) reference

0112

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact ServicelQ qualifications@ServicelQ.org.nz if you wish to suggest changes to the content of this unit standard.