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| <b>Title</b> | <b>Demonstrate knowledge of purchasing and stores management in a hospitality environment</b> |                |           |
| <b>Level</b> | <b>5</b>  | <b>Credits</b> | <b>10</b> |

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| <b>Purpose</b> | <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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| <b>Classification</b> | Hospitality > Hospitality Management |
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| <b>Available grade</b> | Achieved |
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### Guidance Information

#### 1 Definitions

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

*Establishment requirements* refer to 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*. 3<sup>rd</sup> ed. Boston: Pearson; Davis, B., *et al.* (2018). *Food and beverage management*. 6<sup>th</sup> ed. Abingdon-on-Thames: Routledge.

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### 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 are 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.

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| <b>Planned review date</b> | 31 December 2027 |
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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  | 31 December 2024         |
| Review       | 7       | 2 March 2023     | 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 Ringa Hora Services Workforce Development Council  
[qualifications@ringahora.nz](mailto:qualifications@ringahora.nz) if you wish to suggest changes to the content of this unit standard.