

Title	Monitor and maintain catering revenue and costs for a catering services operation		
Level	4	Credits	5

Purpose	<p>This unit standard is for people working in a catering services operation.</p> <p>People credited with this unit standard are able to: monitor and maintain a purchasing and ordering system; maintain a financial control system; and monitor and maintain a production control system, for a catering services operation.</p>
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Classification	Hospitality > Catering Services
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Available grade	Achieved
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Guidance Information

1 Definition

Establishment requirements – any policy, procedure, process or agreed requirement, either written or oral, made known to the candidate prior to assessment against this unit standard.

Monitor and maintain means to have an influence on the successful operation of a functional area or team without necessarily any formal line reporting authority. It covers the responsibility of a team member to support and possibly guide their colleagues to ensure collective outcomes are met. It involves being watchful for potential or actual issues or problems and taking some responsibility for ensuring they are addressed in line with establishment requirements.

2 Legislation and regulations to be complied with include but is not limited to – Food Act 2014, Health and Safety at Work Act 2015.

3 All tasks are to be carried out in accordance with establishment requirements.

4 Evidence for the practical components of this unit standard must be gathered in the workplace.

Outcomes and performance criteria

Outcome 1

Monitor and maintain a purchasing and ordering system for a catering services operation.

Performance criteria

- 1.1 Systems for purchasing and ordering items to maximise profit and quality and minimise costs and wastage are monitored and maintained.
- 1.2 Systems for storing food items to minimise deterioration, wastage, theft and spoilage are monitored and maintained.
- 1.3 Stock records are updated.

Outcome 2

Maintain a financial control system for a catering services operation.

Performance criteria

- 2.1 Departmental and operational revenue is prepared and recorded.
- 2.2 Budget forecasts are met within defined fiscal periods and any variations explained.
- 2.3 Financial records are updated.

Outcome 3

Monitor and maintain a production control system for a catering services operation.

Performance criteria

- 3.1 Food control and production schedules are monitored and maintained to maximise efficiency and minimise waste.
- 3.2 Work flows and staff rostering are monitored and maintained to minimise unit labour costs.
- 3.3 Daily sales are monitored and any adjustments to menus are made to reflect customer preferences.

Replacement information	This unit standard replaced unit standard 25021.
Planned review date	31 December 2027

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	12 December 2013	31 December 2015
Revision	2	21 May 2015	31 December 2017
Rollover and Revision	3	20 August 2015	31 December 2017
Revision	4	19 November 2015	31 December 2017
Revision	5	17 November 2016	31 December 2024
Review	6	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 if you wish to suggest changes to the content of this unit standard.