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

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| 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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Explanatory notes

- 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.
- 2 Monitor and maintain in the context of this unit standard 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 would involve being watchful for potential or actual issues or problems and taking some responsibility for ensuring they are addressed in line with establishment requirements.
- 3 Legislation and regulations to be complied with include but is not limited to – Food Act 2014, Health and Safety at Work Act 2015.
- 4 Evidence for the practical components of this unit standard must be gathered in the workplace.

Outcomes and evidence requirements

Outcome 1

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

Evidence requirements

- 1.1 Systems for purchasing and ordering items for a catering services operation to maximise profit and quality and minimise costs and wastage are monitored and maintained in accordance with establishment requirements.
- 1.2 Systems for storing food items to minimise deterioration, wastage, theft and spoilage are monitored and maintained in accordance with establishment requirements.
- 1.3 Stock records are updated in accordance with establishment requirements.

Outcome 2

Maintain a financial control system for a catering services operation.

Evidence requirements

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

Outcome 3

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

Evidence requirements

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

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| Replacement information | This unit standard replaced unit standard 25021. |
| Planned review date | 31 December 2020 |

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 | N/A |

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| Consent and Moderation Requirements (CMR) reference | 0112 |
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the CMR. The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

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