

**Specification of Competency Standards
for the Chinese Catering Industry
Unit of Competency**

1. Title	Coordinate banquet services in the Chinese catering industry
2. Code	CCZZSS401A
3. Level	4
4. Credit	6
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <div> <div>5.1 Arrange banquet service staff</div> <div> <ul style="list-style-type: none"> ◆ Design banquet venue, know about banquet types or styles, and make suitable staff arrangements ◆ Possess good communication abilities with both internal and external parties ◆ Prepare budget statements of different banquets, organize, convene and assign duties in order to meet the requirements of high quality banquet services </div> </div> <div> <div>5.2 Estimate operation tools required for banquets</div> <div> <ul style="list-style-type: none"> ◆ Master the materials required for organizing banquets and offer coordination, cooperation and supply ◆ Know how to coordinate with the relevant sections on using utensils ◆ Prepare budget statements of different banquets and allocate operation tools </div> </div> <div> <div>5.3 Coordinate the operations in the kitchen section and the catering services section</div> <div> <ul style="list-style-type: none"> ◆ Prepare materials required for organizing banquets and coordinate the operations in the kitchen section and the catering services section effectively </div> </div> <div> <div>5.4 Offer banquet services in the Chinese catering industry</div> <div> <ul style="list-style-type: none"> ◆ Arrange staff and tools and coordinate the relevant sections when organizing banquet services </div> </div>