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

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| 1. Title | Know about the basic POS computer system |
| 2. Code | CCZZGS205A |
| 3. Level | 2 |
| 4. Credit | 1 |
| 5. Competency | Performance Requirements<br><br>5.1 Understand the basic functions of POS computer system <ul><li>Understand the components of the computer system, its mechanisms, basic functions and etc</li><li>Know about the keypad arrangements of different pages in the computer system</li></ul> 5.2 Know about the procedures for operating basic POS computer system <ul><li>Log in the system, establish bills for individual customers, enter basic information such as headcount, print customers' bill and etc</li></ul> 5.3 Use basic POS computer system <ul><li>Know how to open and close bills, manage customers' bills (and etc) by basic POS computer system</li></ul> |
| 6. Range | While working in Chinese restaurants or relevant workplaces, practitioners should be able to establish bills, manage customers' bills, close bills and analyze sales figures (and etc) by basic POS computer system upon guidance. |
| 7. Assessment Criteria | The integrated outcome requirements of this unit of competency are:<br>(i) capable of understanding the functions of basic POS computer system upon guidance, including establishing bills for the production section, managing customers' accounts, closing bills, analyzing sales figures and etc. |
| 8. Remarks | This unit of competency is applicable to practitioners of the catering services section and those engaged in operations and management in Chinese restaurants. |