

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

1. Title	Apply basic POS computer system
2. Code	CCZZGS307A
3. Level	3
4. Credit	2
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Apply basic POS computer system to take orders, change orders and close bills</p> <ul style="list-style-type: none"> ◆ Understand the components, basic functions and operation principles of computer system ◆ Know about the keypad arrangements of different pages in the computer system ◆ Know how to log in the system, establish bills for individual customers, separate bills, change table, rectify mistakes and etc <p>5.2 Handle problems caused by POS computer system failure and implement contingency measures</p> <ul style="list-style-type: none"> ◆ Turn on computer system components in restaurants ◆ Know how to communicate with supplier effectively ◆ Know how to transfer from computer system to manual system in case of computer system failure, and master the procedures and methods of resuming computer system after repairs
6. Range	While working in Chinese restaurants or relevant workplaces, practitioners should be able to apply basic POS computer system to take orders, change orders and close bills, handle problems caused by POS computer system failure and implement contingency measures independently in order to ensure normal operations.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) the abilities to apply basic POS computer system to take orders, change orders and close bills; and (ii) the abilities to handle problems caused by POS computer system failure and implement contingency measures.
8. Remarks	Only applicable to staff of the catering services section in Chinese restaurants whose duties do not include system design and etc.