

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

1. Title	Operate cash register
2. Code	CCZZGS204A
3. Level	2
4. Credit	1
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <div> <div>5.1 Understand the procedures for billing</div> <div> <ul style="list-style-type: none"> ◆ Know about the components of a cash register, its basic functions, mechanisms and etc ◆ Know about the functions of the keypad arrangements on different pages in the cash register </div> </div> <div> <div>5.2 Operate the cash register and print receipts</div> <div> <ul style="list-style-type: none"> ◆ Fully turn on the cash register and log in the system ◆ Establish bills for individual customers ◆ Enter basic information such as table number, location and headcount ◆ Print customers' bill </div> </div> <div> <div>5.3 Give correct changes</div> <div> <ul style="list-style-type: none"> ◆ Know about the currencies commonly used in Hong Kong ◆ Distinguish fake notes from genuine ones by currency detector </div> </div> <div> <div>5.4 Handle the bills paid by credit cards or EPS cards</div> <div> <ul style="list-style-type: none"> ◆ Differentiate different kinds of credit cards and their functions ◆ Handle various credit card promotions </div> </div> <div> <div>5.5 Operate the cash register</div> <div> <ul style="list-style-type: none"> ◆ Operate the cash register correctly </div> </div>