

**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> <p>5.1 Understand the procedures for billing</p> <ul style="list-style-type: none"> <li>◆ Know about the components of a cash register, its basic functions, mechanisms and etc</li> <li>◆ Know about the functions of the keypad arrangements on different pages in the cash register</li> </ul> <p>5.2 Operate the cash register and print receipts</p> <ul style="list-style-type: none"> <li>◆ Fully turn on the cash register and log in the system</li> <li>◆ Establish bills for individual customers</li> <li>◆ Enter basic information such as table number, location and headcount</li> <li>◆ Print customers' bill</li> </ul> <p>5.3 Give correct changes</p> <ul style="list-style-type: none"> <li>◆ Know about the currencies commonly used in Hong Kong</li> <li>◆ Distinguish fake notes from genuine ones by currency detector</li> </ul> <p>5.4 Handle the bills paid by credit cards or EPS cards</p> <ul style="list-style-type: none"> <li>◆ Differentiate different kinds of credit cards and their functions</li> <li>◆ Handle various credit card promotions</li> </ul> <p>5.5 Operate the cash register</p> <ul style="list-style-type: none"> <li>◆ Operate the cash register correctly</li> </ul>
6. Range	When working in Chinese restaurants or relevant workplaces, practitioners should be able to operate cash register correctly to record turnover and handle different bill payment methods.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) the abilities to operate cash register correctly; and (ii) the abilities to handle various kinds of bill payment methods, e.g. payment by different currencies, credit cards, EPS, octopus cards, cheques and etc
8. Remarks	This unit of competency is applicable to practitioners engaged in cashier in Chinese restaurants.