

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

1. Title	Control cost of Chinese catering organizations
2. Code	CCZZMS402A
3. Level	4
4. Credit	9
5. Competency	<u>Performance Requirements</u> 5.1 Understand the principles of cost accounting ◆ Understand the concepts of cost accounting ◆ Understand the classifications of various costs ◆ Define cost units and cost centers ◆ Understand different cost accounting methods 5.2 Conduct cost analysis ◆ Understand the concepts of good admission standards (收貨標準), buy-in price (來貨價), supplier, warehouse inventory and etc. ◆ Master the standard menu and ingredient portions of the kitchen ◆ Collect information and analyze cost by computer ◆ Prepare, print, analyze and save different reports 5.3 Make the best use of resources for cost saving ◆ Communicate with the relevant sections, assist in calculating and verifying the cost ◆ Conduct accounts checking, identify differences and guide the relevant sections to improve 5.4 Calculate banquet costs ◆ Master the relevant information of different banquets, such as buy-in price (來貨價) and etc. ◆ Master different cost calculating methods ◆ Know about the calculation of profit margin ◆ Know about the effect of various factors (e.g. season, market supply and demand as well as timing) on costs 5.5 Establish profit management ◆ Set reasonable cost level, attrition rate and etc ◆ Set reasonable price, profit margin, expected sales and etc ◆ State clearly various cost and profit indicators for each section ◆ Review the cost and profit with each section regularly and implement improvement measures

8. Remarks	This unit of competency is applicable to practitioners of the catering services section and the production section engaged in management in Chinese restaurants.
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