

PERFORM FOOD AND BEVERAGE COST CONTROL

UNIT CODE: 0413 551 13A

TVET CDACC UNIT CODE: HOS/OS/FBO/CR/01/5/MA

Unit Description

This unit specifies the competencies required to perform food and beverage cost control. It involves performing food and beverage purchasing and receiving procedures, performing food and beverage store keeping procedures, performing food and beverage costing and pricing procedures, performing food and beverage labor cost control and preparation of food and beverage budgets.

ELEMENTS AND PERFORMANCE CRITERIA

Element <i>These describe the key outcomes which make up workplace function.</i>	Performance Criteria Identify the purpose of accounting in business <i>These are assessable statements which specify the required level of performance for each of the elements. Bold and italicized terms are elaborated in the Range</i>
1. Perform Food and beverage purchasing and receiving procedures	1.1 <i>A purchase requisition is</i> prepared as per user department needs. 1.2 Suppliers are identified as per workplace policy. 1.3 Purchase orders are prepared as per requisition. 1.4 Food and beverage materials are received as per work procedures
2. Perform Food and beverage store keeping procedures	2.1 Procured Food and beverage materials are recorded as per work procedure. 2.2 Coding of Food and beverage materials is carried out as per storage requirements. 2.3 Valuation of Food and beverage materials is carried out as per <i>material valuation methods.</i> 2.4 Food and beverage materials are issued as per work procedure. 2.5 <i>Stock-taking is</i> carried out as per work procedure.
3. Perform Food and beverage costing and pricing procedures	3.1 . Costing of Food and beverage material is carried out as per work policy. 3.2 Prices of Food and beverage products and services are established as per work procedure. 3.3 Pricing adjustments are performed as per market dynamics.
4. Perform Food and beverage labor cost control	4.1 Control of <i>staff cost</i> is carried out as per work policy 4.2 <i>Staff performance</i> is reviewed as per work procedure. 4.3 Employee remuneration is carried out as per work policy 4.4 Incentives are awarded as per work policy.
5. Prepare Food and beverage budgets	5.1 Food and beverage budget plan is prepared as per work policy. 5.2 Food and beverage budget estimates are projected as per work policy. 5.3 Food and beverage expenses are projected as per work policy 5.4 Food and beverage <i>budget</i> reports are prepared as per work policy

	5.5 Food and beverage budget estimates is reviewed as per organization requirement.
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RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environment and situations that will affect performance.

Variable	Range <i>May include but not limited to:</i>
Purchase requisitions	<ul style="list-style-type: none"> • Food requisition • Beverage requisition • Housekeeping requisition • Laundry requisition
Material valuation methods.	<ul style="list-style-type: none"> • FIFO • LIFO • Simple average • Actual purchase price • Standard price
Stock-taking	<ul style="list-style-type: none"> • Continuous stocktaking • Annual stock taking • Periodic stocktaking
Staff cost	<ul style="list-style-type: none"> • Salaries and wages • Bonuses and commissions • Employee benefits
Staff performance	<ul style="list-style-type: none"> • Work schedules • Competency • Time management • Productivity level
Budget	<ul style="list-style-type: none"> • Capital budgets • Operation budgets • Fixed budgets • Flexible budgets • Departmental budgets • Master budgets

REQUIRED KNOWLEDGE AND SKILLS

This section describes the knowledge and skills required for this unit of competency.

Required knowledge

The individual needs to apply knowledge of:

- Purchasing
- Receiving
- Storing and issuing
- Food and beverage knowledge
- Store-keeping equipment
- Departments related to the control department
- Foods in season
- Book keeping

Required skills

The individual needs to apply the following skills:

- Communication skills
- Numeracy Skills
- Digital literacy
- Sound product knowledge
- Confidence
- Creativity/Innovation
- Problem solving
- Critical thinking

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills range.

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Prepared purchase requisitions from user department as per work procedure. 1.2 Identified suppliers as per work procedure. 1.3 Prepared purchase orders as per requisition. 1.4 Received food and beverage materials as per work procedures. 1.5 Coded food and beverage materials as per storage requirements. 1.6 Issued food and beverage materials as per work procedure. 1.7 . Costed food and beverage material as per work policy. 1.8 Priced food and beverage products and services are established as per work procedure. 1.9 Controlled staff cost as per work policy. 1.10 Prepared food and beverage budget reports as per work policy
<p>2. Resource implications</p>	<p>The following resources should be provided:</p>

	<p>2.1 Appropriately simulated environment where assessment can take place</p> <p>2.2 Access to relevant work environment</p> <p>2.3 Resources relevant to the proposed activities or tasks</p>
3. Methods of assessment	<p>Competency in this unit may be assessed through:</p> <p>3.1 3. Practical</p> <p>3.2 Third party reports</p> <p>3.3 Portfolio of evidence</p> <p>3.4 Written test</p> <p>3.5 Oral test.</p>
4. Context of assessment	<p>4.1 Competency may be assessed in workplace or in a simulated workplace setting</p>
5. Guidance information for assessment	<p>5.1 Holistic assessment with other units relevant to the industry sector and workplace job role is recommended.</p>

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