

**SKILLS FRAMEWORK FOR FOOD SERVICES
TECHNICAL SKILLS AND COMPETENCIES (TSC) REFERENCE DOCUMENT**



TSC Category	Business Management					
TSC	Cost Control and Management					
TSC Description	Manage costs to ensure optimisation of resources and sustainability of business operations					
TSC Proficiency Description	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
		FSS-MAC-2017-1.1	FSS-MAC-3017-1.1	FSS-MAC-4017-1.1	FSS-MAC-5017-1.1	
Knowledge		<ul style="list-style-type: none"> Provide administrative support for implementation of cost management plans 	<ul style="list-style-type: none"> Implement cost control activities to manage purchases and optimise costs 	<ul style="list-style-type: none"> Monitor cost control activities in accordance with the organisation's cost control policies and procedures 	<ul style="list-style-type: none"> Establish systems, policies and procedures for cost management in food and beverage establishments 	
Abilities		<ul style="list-style-type: none"> Types and characteristics of costs Yield calculation concepts, methodologies and applications in controlling cost and profitability Types of costs used in organisation and business unit operations Techniques for tracking resource usage for cost management 	<ul style="list-style-type: none"> Importance of Standard Operating Procedures (SOPs) and policies to manage and control costs Income and expenses reporting systems Components of recipe costs Calculation of recipe costs Impact of standardised recipes on cost recovery and profit margins Principles of cost management Cost management key performance indicators Importance of tracking purchasing activities Common faults in food ingredient purchasing activities 	<ul style="list-style-type: none"> Importance of building a culture of cost awareness in the organisation Methods of controlling and optimising costs Purchasing cycles of tools, equipment and other food and beverage inventory and supplies Methods of conducting cost control audits Cost management and allocation Processes to determine resource requirements for the organisation and business units Methods to optimise resource usage Standard costing methods Reconciliation of budgeted and actual profit margins Purchasing cycle and flow of raw ingredients in the organisation 	<ul style="list-style-type: none"> Methods to implement cost management programmes and measure success in the organisation Impact of portioning on food cost and operations Industry best practices for cost management Components of cost management strategies 	
		<ul style="list-style-type: none"> Support cost control activities in accordance with organisation's cost management policies 	<ul style="list-style-type: none"> Calculate recipe costs based on menus developed 	<ul style="list-style-type: none"> Monitor staff purchasing activities in accordance with cost management policies and procedures 	<ul style="list-style-type: none"> Develop policies and procedures for cost management and purchasing activities 	

Commented [A1]: should this be two items?

Commented [A2]: if these are knowledge items, they should be points on their own.

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		<ul style="list-style-type: none"> • Compile records of purchasing cost activities • Assist in preparation of purchasing cost activities reports 	<ul style="list-style-type: none"> • Apply periodic yield calculations of ingredients to control and estimate cost • Assess the availability and suitability of cost purchasing activities • Perform re-allocation of cost purchasing activities to meet requirements of organisation and business units • Facilitate in identifying gaps and potential cost-leakage in purchasing cycles • Monitor food purchasing cycles including tracking of inflows and outflow of goods 	<ul style="list-style-type: none"> • Measure the effectiveness of cost efficiency programmes in the organisation • Monitor food purchasing cycles including tracking of inflows and outflows of any inventory and supplies • Review purchasing cost activities to determine sufficiency and optimal utilisation • Propose improvements to optimise costs • Review cost management outcomes to ascertain refinements to cost management strategies 	<ul style="list-style-type: none"> • Set strategies and implement cost efficiency programmes in the organisation • Create standards and procedures for checking the quality and quantity of purchased food • Set food portioning guidelines according to recipes to reduce food wastage • Review cost management and budget allocation strategies • Review critical business functions to determine cost management targets • Evaluate cost management plans to determine areas of wastage 	
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