



Australian Government

SITHKOP002 Plan and cost basic menus

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to plan and cost basic menus for dishes or food product ranges for any type of cuisine or food service style. It requires the ability to identify customer preferences, plan menus to meet customer and business needs, cost menus and evaluate their success.

It does not cover the specialist skills used by senior catering managers and chefs to design and cost complex menus after researching market preferences and trends. Those skills are covered in SITHKOP007 Design and cost menus.

The unit applies to hospitality and catering organisations. Menus can be for ongoing food service, for an event or function, or for a food product range such as patisserie products.

It applies to cooks, patissiers and catering personnel who usually work under the guidance of more senior chefs.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Kitchen Operations

Unit Sector

Hospitality

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1. Identify customer preferences.
2. Plan menus.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1. Identify current customer profile for the food business.
- 1.2. Analyse food preferences of customer base.
- 2.1. Generate a range of ideas for menus for dishes or food

- production ranges, assess their merits, and discuss with relevant personnel.
- 2.2. Choose menu items to meet customer preferences.
 - 2.3. Identify organisational service style and cuisine, and develop suitable menus.
 - 2.4. Include **balanced variety** of dishes or food production items for the style of service and cuisine.
3. Cost menus.
 - 3.1. Itemise proposed components of included dishes or food production items.
 - 3.2. Calculate portion yields and costs from raw ingredients.
 - 3.3. Assess cost-effectiveness of proposed dishes or food production items and choose menu items that provide high yield.
 - 3.4. Price menu items to ensure maximum profitability.
 4. Write menu content.
 - 4.1. Write menus using words that appeal to customer base and fit with the business service style.
 - 4.2. Use correct names for style of cuisine.
 - 4.3. Use descriptive writing to promote sale of menu items.
 5. Evaluate menu success.
 - 5.1. Seek ongoing feedback from customers and others, and use to improve menu performance.
 - 5.2. Assess success of menus against customer satisfaction and sales data.
 - 5.3. Adjust menus based on feedback and profitability.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Writing skills to:	prepare menus and product descriptions to creatively explain menu dishes and promote sales.
Oral communication skills to:	listen and respond to routine customer feedback, and ask questions that inform menu choice.
Numeracy skills to:	- calculate the cost of producing dishes for menus - calculate mark-ups and selling price for profitability - compare menu items based on their anticipated yield, budgetary constraints and profitability.
Problem-solving skills	evaluate the food service preferences of the customer profile and plan menus to meet those preferences

- to:
- identify unprofitable menu items and adjust menus to include high yield dishes.
- Planning and organising skills to:
- access and sort all information required for menu planning and for coordinating a menu development process.
- Technology skills to:
- use computers and software programs to cost and document menus.

Range of Conditions

Specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Balanced variety must relate to different:

- colours
- cooking methods
- delicacies
- flavours
- nutritional values
- presentation
- seasonally available ingredients
- tastes
- textures.

Unit Mapping Information

SITHKOP302 Plan and cost basic menus

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dffa092694>

Assessment Requirements for SITHKOP002 Plan and cost basic menus

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- identify and evaluate the food preferences of customer groups with differing characteristics and use to inform menu planning
- develop and cost each of the following menu types based on above information:
 - à la carte
 - buffet
 - cyclical
 - degustation
 - ethnic
 - set
 - table d'hôte
 - seasonal
- evaluate success of the above menus by obtaining at least two of the following types of feedback:
 - customer satisfaction discussions with:
 - customers
 - employees during the course of each business day
 - customer surveys
 - improvements suggested by:
 - customers
 - managers
 - peers
 - staff
 - supervisors
 - suppliers
 - regular staff meetings that involve menu discussions
 - seeking staff suggestions for menu items
- develop the above menus within commercial time constraints, demonstrating:
 - use of balanced variety of dishes and ingredients
 - methods for determining costs of supply for ingredients
 - methods and formulas for calculating portion yields and costs from raw ingredients

- methods for responding to feedback and adjusting menus
- methods for achieving desired profit margins, mark-up procedures and rates
- use of different types and styles of menus for dishes or food production ranges.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- organisation-specific information:
 - sources of information on current customer profile and food preferences
 - service style and cuisine
 - costs of supply for ingredients
- methods and formulas for calculating portion yields and costs from raw ingredients:
 - butcher's test
 - standard measures
 - standard yield tests
- hospitality and catering industry desired profit margins, mark-up procedures and rates
- different types and styles of menus for dishes or food production ranges for different types of food outlets
- range of food preferences relating to:
 - contemporary eating habits
 - cultural and ethnic influences
 - popular menu items
 - quick service foods
 - seasonal dishes
 - variety of food products
- differing characteristics of customer groups:
 - age range
 - buying power
 - gender
 - income level
 - social and cultural background
- influence of seasonal products and commodities on menu content
- naming conventions and culinary terms for a variety of cuisines
- formats for and inclusion of menus presented to customers
- methods of assessing the popularity of menu items:
 - customer surveys
 - popularity index
 - sales data.

Assessment Conditions

Skills must be demonstrated in a hospitality business operation where menus are planned and costed. This can be:

- an industry workplace
- a simulated industry environment or activity.

Assessment must ensure access to:

- commercial information:
 - preferred supplier arrangements
 - purchase specifications
 - sources of negotiated cost of supply:
 - tariffs
 - price lists
- product information:
 - food preparation lists
 - menus for restaurants
 - price lists
 - recipes
 - costs of food supply for food service businesses
 - menus for the variety of cuisines and service styles specified in the performance evidence.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors; and:

- have worked in industry for at least three years where they have applied the skills and knowledge of this unit of competency.

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