

**1. TITLE OF THE PROFESSION**

10135003 Élelmezésvezető

2. TRANSLATED TITLE OF THE PROFESSION

Catering manager

(THIS TRANSLATION HAS NO LEGAL STATUS)

3. PROFILE OF SKILLS AND COMPETENCES

- organise and control the work of the catering plant, aiming for cost-effective operation;
- make food calculations for general and special diets, keep a raw material register and calculate the material losses;
- plan complete daily, weekly and monthly menus and/or diets with the help of a dietician, and tailor them to individual needs;
- make nutrient needs calculations for people of different age groups and for those with food intolerances or allergies, while respecting the strict rules of food allergies and intolerances;
- run a catering business in a cost-effective manner, in possession of knowledge of nutrition as a complementary medicine;
- perform administrative duties, operate an information system;
- draw up a work and cleaning schedule;
- operate and control the functioning of the hazard analysis critical control point (HACCP) food safety management system;
- manage and control procurement;
- carry out inventory management, cooperate with authorities and assist in their control work;
- prepare a control plan to enforce the legislation and regulations in force;
- plan daily meals according to material, personnel and financial resources available;
- use the food preparation techniques specific to different diets;
- ensure that employees undergo further vocational training;
- continually develop his/her vocational knowledge.

4. CLASSIFICATION OF THE VOCATIONAL TRAINING ACCORDING TO THE ISCED FIELDS OF EDUCATION AND TRAINING (ISCED-F)

1013 Hotel and catering industry

(*) Explanatory notes:

¹ In the original language. | ² The translation of the designation is provided for information purposes only. | ³ Fill it out if necessary. The certificate supplement provides additional information on the qualification but have no legal value in itself. The format of the description is in conformity with Decision (EU) 2018/646 of the European Parliament and of the Council of 18 April 2018 on a common framework for the provision of better services for skills and qualifications (Europass) and repealing Decision No 2241/2004/EC.

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5. OFFICIAL BASIS OF THE CERTIFICATE

Name and status of the authority issuing the certificate	Name and status of the national/regional authority providing accreditation/recognition of the certificate Ministry for Innovation and Technology															
Level of the certificate (national or international) NQF level: 5 EQF level: 5 Digital Competence Framework level: 5	Grading scale / Pass requirements Five -grade: 5 excellent 4 good 3 satisfactory 2 pass 1 fail															
Certificate number: CXK A Serial number: 123456 Certificate issue date: 2023.12.07	Designation of the theoretical and practical subjects of the vocational qualification examination and their grades according to a five-grade scale <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td colspan="3">written</td> </tr> <tr> <td style="width: 80%;">Tasks of a catering manager</td> <td style="width: 10%; text-align: center;">100%</td> <td style="width: 10%; text-align: center;">5</td> </tr> <tr> <td colspan="3">project exercise</td> </tr> <tr> <td>Practical tasks of a catering manager</td> <td style="text-align: center;">100%</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Result of the qualification examination</td> <td style="text-align: center;">100%</td> <td style="text-align: center;">5</td> </tr> </table>	written			Tasks of a catering manager	100%	5	project exercise			Practical tasks of a catering manager	100%	5	Result of the qualification examination	100%	5
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Access to next level of education/training To secondary education	International agreements															
Other information concerning the vocational training process The legal regulation imposing the qualification requirement: Decree 37/2014 (IV. 30.) EMMI of the Minister of Human Resources on the nutritional standards of public catering																
Legal basis Government Decree 319/2020 (VII. 1.) on the amendment of Government Decree 12/2020 (II. 7.) on the Implementation of the Vocational Education and Training Act, Government Decree 11/2020 (II. 7.) on the Implementation of the Act on Adult Education.																

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

Description of the sectoral basic training and the theoretical and practical vocational training	Distribution of programme elements in percentage
Total duration of the education/training	180 hours

Entry requirements:

- Educational prerequisite: secondary school-leaving certificate
- Vocational prerequisite: 510132306 Chef technician, 510132302 Confectioner technician, 510132308 Food service technician, 42 5 5129 169 0 28 Catering technician, 52 7822 02 Catering technician, 54 811 01 Hospitality organiser, 52 811 01 Restaurateur, 54 811 01 Hospitality organiser-restaurateur, 54 811 01 Hospitality organiser
- Medical fitness requirements shall be met

Further information:

WRITTEN EXAMINATION EXERCISES

Effects of foods and dishes on the body based on their composition

Requirements and labour rules relating to catering units and their operation

Business records in accordance with catering legislation

Catering software, economic calculation methods

Purchasing and warehousing options; properties of raw materials; quality, quantity and value rules applicable to the receipt of goods,

FIFO method

Calculating the stock of goods necessary for catering for the institution, options of purchasing goods

Professional software and its use

Use and operation of machines and equipment necessary for cost-effective catering

Statutory requirements relating to the raw material register

Basic concepts and methods of calculating stock and production accounts

Rules for drawing up dietary plans, allowed and prohibited ingredients in different diets

Tools and rules for the substitution of workforce, knowledge of the statutory rules on employment, statutory regulations on wages

PROJECT EXERCISES

Nutrient content calculation

Tasks related to the purchase and receipt of goods

Warehousing, food and stock control

Personnel and inventory management, accounting and record keeping

Purchasing, determining order quantity, calculating material needs

You can find more information on the Programme and System Requirements in the following link: <https://ikk.hu>

This certificate supplement was elaborated in accordance with the programme requirements registered by the minister responsible for VET.

National Reference Point: National Office of Vocational Education and Training and Adult Learning: <https://nrk.nive.hu>

Head of Examination Organiser:

Issue date: 2023.12.07

SEAL