

Skills for food, drink and hotels

Read the chart showing the skills you need for each work-related task. Complete the chart to show how confident you are at present.



Task	Skill	Confident	Need to work on this
Re-stocking	Reading and understanding stock records		
	Counting remaining stock		
	Calculating stock needed		
Handling cash	Counting coins and notes in batches		
	Completing cashing-up slip		
	Calculating money sums		