GOVERNMENT OF MAURITIUS

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS, 1967

Ministry: Health
Post: Catering Officer
Salary: Rs 8,500 x 250 - 9,000 x 300 - 9,600 x 400 -
10,000 (IPM 15)
Effective Date: 22 August, 1995
Qualifications: By selection, on the basis of experience and
merit, from among Assistant Catering Officers
serving in the Ministry of Health who either
possess the Diploma in Institutional Management
of the Hotel Catering and Institutional
Management Association (United Kingdom) or have
successfully completed an approved training
course for Assistant Catering Officers at the
Mauritius Institute of Health provided they
reckon at least five years service in a
substantive capacity in that grade.

NOTE

In the absence of suitable serving officers, by
selection from among candidates possessing the
Hotel Catering and Institutional Management
Association Diploma (United Kingdom) and having
management and supervisory abilities.

Proven experience in the preparation of menus and
the control of food stores and kitchens will be an
advantage.

Duties:

1. To be responsible to the Hospital Administrator
or the Head of the Institution for the
following:

(i) To organise and supervise the day to day
work of the Catering Department.
(ii) To ensure that efficient and effective use is made of human, financial and material resources.

(iii) To maintain a high level of hygiene in the preparation and handling of food and in the use of tools, utensils and equipment and to comply with safety norms in the kitchen.

(iv) To order, receive and distribute supplies and to keep accurate records thereof.

(v) To ensure the timely food distribution in conformity with established dietary requirements.

(vi) To prepare a menu system and to liaise with the nutritionist and officers in charge of wards and mess rooms in order to ensure that the catering services are maintained at a high level through a proper monitoring machinery.

(vii) To be conversant with the relevant provisions of Stores and Financial Regulations.

(viii) To submit reports regularly as and when required including cost control figures.

(ix) To undertake the training of kitchen and other catering staff.
2. To perform such cognate duties as may be assigned.

Note:

Catering Officers will be required to work on a roster basis including weekends, Public Holidays and on officially declared cyclone days.