

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

Ministry: Health and Quality of Life

Post: Catering Manager

Salary: Rs 31,725 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625
– 56,450 (11 062 081)

Effective Date: 31 May 2017

- Qualifications:**
- A. By selection from among officers in the grade of Senior Catering Officer who possess a degree in Catering and Hotel Management or Food Science and Nutrition or Nutritional Sciences or Food Science and Technology from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
 - B. Candidates should –
 - (i) reckon at least two years' experience in catering services;
 - (ii) possess effective organising and supervisory skills; and
 - (ii) possess effective managerial and leadership skills.

NOTE

In the absence of qualified serving officers, by selection from among candidates who possess the qualifications mentioned at A and B above and who are computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

**Role and
Responsibilities:**

To be responsible for the efficient and effective management of the catering services in hospitals and annexed health institutions and to assist in the formulation of policies for the continuous improvement of the catering infrastructure and equipment.

/2...



CERTIFIED CORRECT


.....
*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

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

-2-

Duties:

1. To be responsible to the Chief Hospital Administrator or any other officer designated by him for the performance of the following duties –
 - (a) to assist in the infrastructural and manpower planning of the catering units of hospitals;
 - (b) to assist in the drafting of protocols and procedure manuals relating to control and management of quality food services;
 - (c) to prepare specifications for the purchase of raw food materials, vegetables and other commodities;
 - (d) to participate in bid evaluation exercises for foodstuffs and vegetables, as and when required;
 - (e) to examine specifications for all catering equipment and related accessories;
 - (f) to ensure availability and enforcement of a preventive maintenance schedule with regard to catering equipment.
2. To plan, control and co-ordinate food services in hospitals and ensure provisions thereof.
3. To organise a proper internal system of control of the catering units of hospitals in order to curtail wastages on food services.
4. To ensure that the catering units of hospitals are properly equipped for the proper running of the service.
5. To carry out surveys on customer/patient satisfaction.
6. To exercise supervision over the catering staff of hospitals.
7. To provide training to the catering staff and cooks in order to enhance quality service.

/3...



CERTIFIED CORRECT


.....
*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

GOVERNMENT OF MAURITIUS

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

-3-

8. To work in close collaboration with nutritionists with a view to ensuring that food services conform to the therapeutic and nutritional requirements of patients.
9. To participate in the organisation and provision of food services in hospitals during cyclones and emergencies.
10. To analyse statistics and costing regarding patients' meals and submit reports, as and when required.
11. To set up a proper Management Information System for the close monitoring and control of suppliers' performance.
12. To sustain Quality Standards such as HACCP and ISO 22005 Food Safety Management Standard.
13. To use ICT in the performance of his duties.
14. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Catering Manager in the roles ascribed to him.



CERTIFIED CORRECT


.....
*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*