

GOVERNMENT OF MAURITIUS

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

Ministry: Health and Quality of Life

Post: Catering Officer (Ex-SPI)

Salary: Rs 25,175 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 39,275 (11 51 66)

Effective Date: 23 July 2014

Qualifications: By appointment of the Catering Officer on the establishment of the former Mauritius Sugar Industry Research Institute (MSIRI), redeployed in the Ministry of Health and Quality of Life.

- 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 Procurement and Supply and Financial regulations;
 - (viii) to submit reports regularly as and when required including cost control figures;

/2...

CERTIFIED CORRECT

Akeessing

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

23 July 2014

Date.....



GOVERNMENT OF MAURITIUS

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

-2-

- (ix) to undertake the training of kitchen and other catering staff;
 - (x) to attend evaluation exercises for foodstuff at the Ministry;
 - (xi) to ensure that the kitchen equipment are in good working conditions; and
 - (xii) to prepare Culinary Exhibition and Demonstration, as and when required.
2. To use ICT in the performance of his duties.
 3. 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 Officer (Ex-SPI) in the roles ascribed to him.

Note

The Catering Officer (Ex-SPI) will be required to work on a roster basis including Saturdays, Sundays, Public Holidays and officially declared cyclone days.



CERTIFIED CORRECT

Alec...

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

23 July 2014

Date.....