

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.

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CERTIFIED CORRECT

*M. C.*

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for Permanent Secretary

Date..... 22 AUG 1995

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- (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.

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2. To perform such cognate duties as may be assigned.

Note:

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



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*M. L.*

.....  
for Permanent Secretary

Date..... 22 AUG 1995