

GOVERNMENT OF MAURITIUS

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

- Department:** Mauritius Prisons Service
- Post:** Prisons Catering Administrator
- Salary:** Rs 28,625 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 48,425 (11 058 076)
- Effective Date:** 15 June 2017
- Qualifications:**
- A. A diploma 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) possess managerial and supervisory skills;
 - (ii) possess organising skills and the ability to motivate a team of officers;
 - (iii) be conversant with the provision of Procurement and Supply and Financial regulations; and
 - (iv) be computer literate.

Candidates should produce written evidence of knowledge claimed.

Role and Responsibilities: To be responsible for the overall management of all catering units in the Mauritius Prisons Service as well as for food preparation and related services.

- Duties:**
1. To organise and supervise the day-to-day work of the catering service of the penal institutions.
 2. To ensure that efficient and effective use is made of human, financial and material resources.
 3. 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.

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CERTIFIED CORRECT

*for Senior Chief Executive
Ministry of Civil Service and
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4. To order, receive and distribute supplies and to keep accurate records thereof.
5. To ensure the timely food distribution in conformity with established dietary requirements.
6. To prepare a menu system and to liaise with the officer in charge of the penal institutions in order to ensure that the catering services are maintained at a high level through a proper monitoring machinery.
7. To submit reports regularly including cost control figures.
8. To undertake the training of kitchen and other catering staff.
9. To use ICT in the performance of his duties.
10. 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 Prisons Catering Administrator in the roles ascribed to him.

Note

1. The Prisons Catering Administrator will act under the general administrative directions of the Assistant Commissioner of Prisons (Trades) and the officer in charge of penal institutions.
2. The Prisons Catering Administrator will be required to –
 - (i) work on shift, during weekends and on Public Holidays;
 - (ii) comply with such instructions regarding security and discipline as may from time to time, be issued by the Commissioner of Prisons; and
 - (iii) undergo a medical examination to be conducted by the Prisons Medical and Health Officer/Senior Prisons Medical and Health Officer or the Government Medical and Health Officer/Senior Medical and Health Officer, as and when required.



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