

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

- Department:** Police
- Post:** Assistant Catering Officer
- Salary:** Rs 16,000 x 600 – 23,200 x 800 – 24,800 (11 39 53)
- Effective Date:** 23 May 2011
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Catering Supervisor who reckon at least four years' service in a substantive capacity in the grade and who -
- (a) have been in charge of a kitchen for a period of at least six months under the direct supervision of a fully qualified Catering Officer;
 - (b) possess good communication and interpersonal skills; and
 - (c) have the ability to work in a multi-disciplinary team.
- Duties:**
- 1. To assist the Catering Officer in -
 - (a) the organisation and day-to-day control of the catering services of the area to which posted;
 - (b) the training of kitchen and the catering staff;
 - (c) menu planning, quality and cost control, food distribution and service to staff;
 - (d) the keeping and control of stores, the receipt and checking of provisions;
 - (e) maintaining a high level of cleanliness and hygiene in the preparation and handling of food and in the kitchen;
 - (f) exercising strict control to avoid waste in the kitchen; and
 - (g) ensuring that the kitchen equipment is maintained in good condition.
 - 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 Assistant Catering Officers in the roles ascribed to them.

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[Signature]
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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

Date.....23 MAY 2011.....

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Note

- (a) Assistant Catering Officers will act under the general administrative directions of the officer-in-charge of the Division/Section/Area to which posted.
- (b) Assistant Catering Officers will be required to work on shift, at odd hours, including Saturdays, Sundays, Public Holidays and officially declared cyclone days and to comply with such instructions regarding security and discipline as may be issued by the Commissioner of Police.
- (c) Assistant Catering Officers may be called upon to accompany members of the Force in the fields and attend to the connected catering services.
- (d) Assistant Catering Officers will be required to submit themselves to a medical examination by a Government Medical Officer as and when deemed necessary.



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