

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

- Department:** Police
- Post:** Catering Officer
- Salary:** Rs 20,200 x 600 – 23,200 x 800 – 28,000 x 1,000 – 29,000 (11 46 58)
- Effective Date:** 23 May 2011
- Qualifications:**
- A. By selection from among officers in the grade of Assistant Catering Officer in the Police Department who reckon at least three years' service in a substantive capacity in the grade and who –
- (i) possess the diploma in Institutional Management of the Hotel Catering and Institutional Management Association (United Kingdom) or equivalent qualification acceptable to the Public Service Commission.
- OR
- (ii) have successfully completed a one-year approved training course for Assistant Catering Officers at the Mauritius Institute of Health.
- B. Candidates should possess organising skills and have the ability to motivate a team of officers.
- Duties:**
1. To be responsible to the Chief Catering Administrator or Senior Catering Officer for -
- (a) the organisation and day-to-day control of the catering services of the area to which posted;
- (b) the training of kitchen and other catering staff; and
- (c) menu planning, quality and cost control, food distribution and service to staff.
2. To monitor and submit reports on the performance of contract suppliers.
3. To ensure a high level of hygiene in the preparation and handling of food and in the use of tools and utensils.

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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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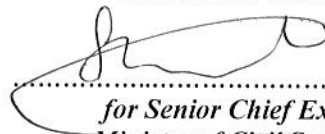
4. To be responsible for the prevention of waste or loss of food.
5. To ensure the timely distribution of food to members of the Force.
6. To use ICT in the performance of his duties.
7. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from Catering Officers in the roles ascribed to them.

Note

- (a) Catering Officers will act under the general administrative directions of the officer-in-charge of the Division/Section/Area to which posted.
- (b) 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) Catering Officers may be called upon to accompany members of the Force in the fields and attend to the connected catering services.
- (d) 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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