

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

- Department:** Police
- Post:** Catering Supervisor
- Salary:** Rs 14,875 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 30,175 (11 030 060)
- Effective Date:** 27 August 2021
- Qualifications:**
- A. A Cambridge School Certificate with at least a pass in English Language and Mathematics or Principles of Accounts or Passes obtained on one certificate at the General Certificate of Education "Ordinary Level" either (i) in five subjects including English Language and Mathematics or Principles of Accounts with at least Grade C in any two subjects or (ii) in six subjects including English Language and Mathematics or Principles of Accounts with at least Grade C in any one subject.
 - B. The National Trade Certificate Level 2 (NTC 2) or the National Certificate Level 4 (NC 4) in Food Production issued jointly by the Mauritius Examinations Syndicate and the Industrial and Vocational Training Board (IVTB) or the Mauritius Institute of Training and Development (MITD).

OR

Equivalent qualifications to A and B above acceptable to the Public Service Commission.

C. Candidates should be computer literate.

Candidates should produce written evidence of knowledge claimed.

NOTE 1

In the absence of candidates possessing the qualification at B above, consideration will be given to candidates possessing the National Trade Certificate Level 3 (NTC 3) in Food Production or the National Certificate Level 3 (NC 3) in Food Production issued jointly by the Mauritius Examinations Syndicate and the Industrial and Vocational Training Board (IVTB) or the Mauritius Institute of Training and Development (MITD).

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CERTIFIED CORRECT

S. Chundunsing

S. Chundunsing (Mrs)
for Secretary for Public Service

27 August 2021

Date.....



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NOTE 2

Selected candidates possessing the qualifications at A, B and C above will be appointed in a temporary capacity in the first instance and will be required to undergo on-the-job training, both theoretical and practical, in catering supervision for a period of at least six months. On satisfactory completion of the training and on being favourably reported upon, they will be considered for appointment as Catering Supervisor in a substantive capacity, as and when vacancies occur.

NOTE 3

Candidates selected under "NOTE 1" will be appointed in a temporary capacity in the first instance and will be required to successfully complete the course leading to the National Certificate Level 4 (NC 4) in Food Production issued jointly by the Mauritius Examinations Syndicate and the Mauritius Institute of Training and Development (MITD) and undergo on-the-job training, both theoretical and practical, in catering supervision for a period of at least six months.

On successful completion of the training and on obtention of the National Certificate Level 4 (NC 4), they will be considered for appointment as Catering Supervisor in a substantive capacity.

Duties:

1. To be responsible to the Chief Catering Administrator/Senior Catering Officer/Catering Officer/Assistant Catering Officer for –
 - (a) the efficient running of a section or sections of departmental work such as the main kitchen, staff canteens and other catering units;
 - (b) food service to staff including responsibility for receipt and checking of provisions;
 - (c) the care and cleanliness of all equipment and tools;
 - (d) supervision of kitchen staff; and
 - (e) maintenance of the highest standard of hygiene and the prevention of waste or loss of food.

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S. Chundursing
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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 Supervisor in the roles ascribed to him.

Note

1. Catering Supervisors will act under the general administrative directions of the officer in charge of the Division/Section/Area to which posted.
2. Catering Supervisors will be required to work on a roster basis on week days, at odd hours, during weekends including 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.
3. Catering Supervisors may be called upon to accompany members of the Force in the fields and attend to the connected catering services including a tour of service in Rodrigues or any Outer Islands operations.
4. Catering Supervisors will be required to undergo a medical examination to be conducted by a Government Medical Officer, as and when deemed necessary.

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.....*S. Chundunsing*.....
S. Chundunsing (Mrs)
for Secretary for Public Service

27 August 2021

Date.....

