

GOVERNMENT OF MAURITIUS

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

- Department:** Police
- Post:** Senior Catering Officer
- Salary:** Rs 23,200 x 800 – 28,000 x 1,000 – 30,000 x 1,250 – 35,000 (11 51 63)
- Effective Date:** 23 May 2011
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Catering Officer who reckon at least three years' service in a substantive capacity in the grade and who possess good communication and supervisory skills.
- Duties:**
 1. To assist the Chief Catering Administrator in planning, organising and co-ordinating catering functions and activities at the Special Support Unit and the Special Mobile Force.
 2. To be responsible for the menu planning and monitoring of hygiene in the area where posted and preside Committees relating to menu planning.
 3. To monitor internal auditing of stocks, equipment and other inventories of items of foodstuffs.
 4. To train, supervise and provide advice to catering staff.
 5. To prepare specifications for the purchase of equipment and advise on the procurement of new catering equipment.
 6. To assist in the preparation of yearly Estimates of the Catering Services.
 7. To liaise with relevant stakeholders on issues relating to hygiene, health and safety, diet and nutrition, industrial relations, etc.
 8. To use ICT in the performance of his duties.
 9. 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 Senior Catering Officer in the roles ascribed to him.

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CERTIFIED CORRECT

[Signature]

 for Senior Chief Executive
 Ministry of Civil Service and
 Administrative Reforms

Date.....2.3 MAY 2011.....



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PUBLIC SERVICE COMMISSION REGULATIONS**

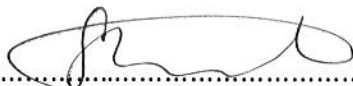
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Note

- (a) The Senior Catering Officer will act under the general administrative directions of the officer-in-charge of the Division/Section/Area to which posted.
- (b) The Senior Catering Officer 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) The Senior Catering Officer may be called upon to accompany members of the Force in the fields and attend to the connected catering services.
- (d) The Senior Catering Officer will be required to submit himself to a medical examination by a Government Medical Officer as and when deemed necessary.



CERTIFIED CORRECT



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

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