

GOVERNMENT OF MAURITIUS

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

- Organisation:** Rodrigues Regional Assembly (Medical and Health)
- Post:** Catering Supervisor
- Salary:** Rs 13,175 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 27,425 (11 25 54)
- Effective Date:** 25 January 2016
- Qualifications:** A. A Cambridge School Certificate with credit in English Language and Mathematics or Principles of Accounts obtained on one certificate or Passes in at least five subjects with passes not below Grade C in English Language and Mathematics or Principles of Accounts obtained on one certificate at the General Certificate of Education “Ordinary Level”.

Note

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

- B. The National Trade Certificate (Level II) in Food Production issued jointly by the Mauritius Examinations Syndicate and the Industrial and Vocational Training Board (IVTB) [now Mauritius Institute of Training and Development (MITD)] or the National Certificate in Food Production (Level II) awarded by 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.

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CERTIFIED CORRECT

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

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Date.....

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PUBLIC SERVICE COMMISSION REGULATIONS**

-2-

NOTE

Selected candidates 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.

Duties:

1. To be responsible to the Hospital Administrative Assistant through the Head, Catering Unit for –
 - (a) the efficient organisation and supervision of the day-to-day catering services of a hospital/health institution including staff canteens and staff mess;
 - (b) menu planning;
 - (c) ordering, receiving and distributing provisions and foodstuffs;
 - (d) providing quality food service in a health institution;
 - (e) ensuring the care and cleanliness of all catering equipment and utensils;
 - (f) the training and supervision of kitchen staff;
 - (g) the maintenance of the highest standard of hygiene in the preparation, cooking and distribution of food and the prevention of waste of food and materials;
 - (h) carrying out patients/staff satisfaction food surveys at regular intervals; and
 - (i) submitting reports and statistics, as and when required.
2. To use ICT in the performance of his duties.

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[Signature]
.....
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**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

-3-

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 are required to work on a roster basis, including Saturdays, Sundays, Public Holidays and officially declared cyclone days.
2. Catering Supervisors will be required to undergo a medical examination to be carried out by the Rodrigues Regional Assembly (Medical and Health) to assess their fitness for the job, as and when deemed necessary.



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