

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

- Organisation:** Rodrigues Regional Assembly (Medical and Health)
- Post:** Head, Catering Unit
- Salary:** Rs 13,975 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 29,675 x 900 – 33,275 (11 28 61)
- Effective Date:** 25 January 2016
- Qualifications:** By selection from among officers in the grade of Catering Supervisor who reckon at least five years' service in a substantive capacity in the grade and who possess good communication and organising skills and have the ability to motivate a team of officers.
- Duties:**
1. To be responsible to the Health Director through the Hospital Administrative Assistant for –
 - (i) preparing a menu system and liaising with the nutritionist and officers in charge of wards and mess rooms in order to ensure that the catering services are maintained at a high level through a proper monitoring machinery;
 - (ii) organising and controlling the day-to-day work of the catering services of Area Health Centres and the Hospital;
 - (iii) planning the menu and exercising control on the quality and cost of food prepared and its service to patients and staff;
 - (iv) ordering, receiving and distributing provisions and foodstuffs and keeping accurate records thereof;
 - (v) maintaining a high level of cleanliness and hygiene in the preparation and handling of food and in the use of tools, utensils and equipment and complying with safety norms in the kitchen;
 - (vi) exercising strict control to avoid waste and pilferage in the kitchen;

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*for Senior Chief Executive
Ministry of Civil Service and
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- (vii) ensuring the timely food distribution in conformity with established dietary requirements; and
 - (viii) carrying out patients/staff satisfaction food surveys at regular intervals.
2. To train kitchen and other catering staff.
 3. To ensure that kitchen equipment are used properly and maintained in good working condition.
 4. To submit reports/statistics, as and when required.
 5. To use ICT in the performance of his duties.
 6. 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 Head, Catering Unit in the roles ascribed to him.

Note

The Head, Catering Unit may be required to work outside normal working hours including Saturdays, Sundays, Public Holidays and officially declared cyclone days.



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