

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

- Organisation:** Rodrigues Regional Assembly (Central Administration)
- Post:** Housekeeper
- Salary:** Rs 14,875 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 26,675 (08 31 53)
- Effective Date:** 29 March 2016
- Qualifications:** A. By selection from among employees on the permanent and pensionable establishment of the Rodrigues Regional Assembly who possess –
- (i) a Cambridge School Certificate or Passes obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject; and
  - (ii) the National Certificate Level 4 in Housekeeping awarded by the Mauritius Institute of Training and Development (MITD).

OR

Equivalent qualifications to (i) and (ii) above acceptable to the Public Service Commission.

**NOTE 1**

In the absence of qualified employees, by selection from among candidates who –

- (i) possess a Cambridge School Certificate or Passes obtained on one certificate at the General Certificate of Education “Ordinary Level” either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject;
- (ii) possess the National Certificate Level 4 in Housekeeping awarded by the Mauritius Institute of Training and Development (MITD); and
- (iii) are computer literate.

/2...



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*for Senior Chief Executive  
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Date.....

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

-2-

OR

Equivalent qualifications to (i) and (ii) above acceptable to the Public Service Commission.

B. Candidates should –

- (a) be fluent in English and French;
- (b) have good communication and interpersonal skills;
- (c) have the ability to supervise and motivate a team; and
- (d) have a good knowledge in cooking.

Candidates should produce written evidence of knowledge claimed.

**NOTE 2**

Selected candidates will be required to –

- (i) undergo a medical examination to be carried out by the Rodrigues Regional Assembly (Medical and Health) to assess their fitness for the job; and
- (ii) follow a training course for a period of at least six months in cooking, as may be approved and arranged by the Rodrigues Regional Assembly.

**Duties:**

- 1. To be responsible to the Office Management Executive or an officer designated by the Island Chief Executive for the performance of the following duties at the Residency –
  - (a) to be responsible for general housekeeping duties at the Residency;
  - (b) to arrange for the purchase of provisions and record daily consumption;

/3...



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

-3-

- (c) to prepare menus in consultation with the Office Management Executive or such other person as may be designated by the Island Chief Executive and make arrangements for the purchase of provisions;
- (d) to clean, prepare, cook and serve food including snack meals, as directed;
- (e) to keep cooking utensils and equipment clean and in good order immediately after use;
- (f) to ensure the cleaning of the premises of the kitchen and dining hall by subordinate staff and keep them neat and tidy at all times;
- (g) to maintain a high standard of hygiene (including personal hygiene) in the preparation, cooking and serving process;
- (h) to supervise waiters and to wait at table and serve at large functions;
- (i) to ensure that unauthorised persons do not have access to the kitchen;
- (j) to supervise all work activities related to the upkeep and cleaning of the Residency, including the preparation of rooms for special functions;
- (k) to ensure the smooth running of laundry work, including the organisation of work of Laundry Attendants/General Workers and the implementation of effective and efficient work procedures;
- (l) to maintain an inventory of all household and table linen and soft furnishings and to issue clean linen, as and when required;
- (m) to arrange for the indenting of household effects and keep an inventory of all furniture, furnishings, crockery, silverware and other household equipment; and

/4...



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

-4-

- (n) to report all damages/faulty equipment to the Maintenance Section and to follow up on all repairs.
- 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 Housekeeper in the roles ascribed to him.

**Note**

Housekeepers may be required to work outside normal working hours including Sundays and Public Holidays.



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