

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

Ministry: Health and Wellness

Post: Catering Supervisor

Salary: Rs 17,565 x 260 – 17,825 x 275 – 18,925 x 300 – 19,525 x 325 – 21,475 x 375 –
22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 34,825 (11 033 067)

Effective Date: 12 August 2022

- 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) 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

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N. Auchoybur (Mrs)
for Secretary for Public Service

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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 obtention of the National Certificate Level 4 (NC 4) and on satisfactory completion of the on-the-job 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.

Duties:

1. To be responsible to the Hospital Administrator, through the Senior Catering Officer or Catering Officer or Assistant Catering Officer for –
 - (a) the supervision of the day-to-day work of subordinate staff;
 - (b) menu planning;
 - (c) ordering, receiving and distributing provisions and foodstuff;
 - (d) providing quality food service in a health institution;
 - (e) ensuring the care and cleanliness of all catering equipment and utensils;
 - (f) supervision of kitchen staff; and

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- (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.
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 be required to work on a roster basis, including Saturdays, Sundays and Public Holidays and during cyclonic periods and natural calamities.
2. Catering Supervisors may be posted on a tour of service to Rodrigues or any of the Outer Islands of the Republic of Mauritius.
3. 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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