

GOVERNMENT OF MAURITIUS

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

Ministry: Health and Quality of Life

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: 19 January 2012

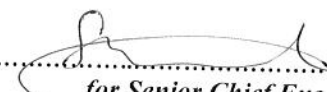
Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Catering Officer who reckon at least three years' service in a substantive capacity in the grade and who possess good organising and supervisory skills.

Role and Responsibilities: To be responsible for the good running of the Catering Unit and to ensure the delivery of a timely and quality service.

- Duties:**
1. To be responsible to the Regional Health Services Administrator through the Hospital Administrator for –
 - (i) organising, planning and monitoring the work of subordinate staff;
 - (ii) ensuring quality and safety of food preparation;
 - (iii) supervising kitchen works;
 - (iv) preparing specifications for the purchase of equipment;
 - (v) menu planning and presiding committees related thereto, and monitoring hygiene in the area where posted; and
 - (vi) ensuring training of all catering staff.
 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 Senior Catering Officer in the roles ascribed to him.



CERTIFIED CORRECT


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

Date..... 19 JAN 2012