

GOVERNMENT OF MAURITIUS

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS, 1967

- Ministry: Health
- Post: Steward
- Salary: ~~Rs 5450 x 150 - 5600 x 200 - 7000 x 250 - 8250 (IPM 8)~~
~~Rs 750 x 30 - 840 x 40 - 920 PB 1,000 x 40 - 1,200 -~~
(IPM 10) Rs 4625 x 125 - 5000 x 150 - 5600 x 200 - 7000 (IPM 5)
- Effective Date: 2nd July, 1985
- Qualifications: By selection from:
- (a) ^{restylel Executive Officer (Health Services)} Domestic Supervisors; and
- (b) Officers of the General Clerical Service possessing the Cambridge School Certificate with credit in at least five subjects including English Language and Mathematics.
- Knowledge of Stores and Finance procedures will be an advantage.
- Note (1)
- Priority of consideration will be given to Senior Clerical Assistants and Clerical Assistants serving in the Ministry of Health who have been performing the duties of Steward continuously for more than two years, provided that they have started performing such duties prior to the 2nd July, 1985, although they do not possess the academic qualifications at (b) above.
- Note (2)
- Subsequently, selected candidates will be appointed on a temporary basis in the first instance, and will be required to undergo an on-the-job training for a period of one year to enable them to acquire experience in the post. Successful completion of the training will qualify them for appointment as Steward in a substantive capacity.
- Duties:
1. To be responsible to the Senior Steward, or the Superintending Medical and Health Officer or the Hospital Administrator for the following duties:-
 - (a) indenting and ensuring that all stores issued or received at the hospital are of the desired quality and exact quantity. Any deficiency in quality and quantity should be immediately reported to his superior officer;
 - (b) issuing daily to the kitchen the exact quantities of foodstuffs as prescribed on the diet sheets and, to wards and departments, the exact quantities of stores indented for;

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- 2 -

- (c) ordering from the Central Supplies Officer all stores and equipment needed, at the stated times, and keeping accurate records of all articles received and issued;
 - (d) listing and safekeeping all valuables of patients;
 - (e) making the necessary entries in the paying patients' register, sending out accounts for paying patients, collecting the fees and paying them as prescribed;
 - (f) renewing all condemned articles, storing these until checked by the Board of Survey and disposed of;
 - (g) acquainting himself with and applying the General Orders (Stores, Finance and Establishment) as and when required;
 - (h) supervising the work and attendance of the lay staff in hospital where there is no Senior Steward in post;
 - (i) preparing the roster for domestic staff and ensuring that the roster is complied with;
 - (j) preparing paysheets and bills and effecting payment for the whole personnel of the hospital;
 - (k) enquiring into all breaches of discipline of lay staff in Hospitals where no Senior Steward is in post and reporting to either the Superintending Medical and Health Officer or the Hospital Administrator;
 - (l) ensuring compliance with Departmental Circulars relevant to his section, preparing and scrutinising returns to be submitted at the stated times.
2. To be responsible for official correspondence, as required, of the hospital to which he is posted where no Senior Steward is in post.
 3. To be responsible for the Mortuary Service.
 4. To be responsible for the transport service (ambulance, etc.) in the absence of a Senior Steward or of a Medical Records Officer.
 5. To perform such cognate duties as may be assigned.

NOTE:

Stewards are expected, whenever required, to work during week-ends, Public Holidays and during emergencies.