

GOVERNMENT OF MAURITIUS

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

**Department:** Office of the President

**Post:** Chef

**Salary:** Rs 17,675 x 450 – 19,475 x 600 – 20,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 36,575 (24 39 64)

**Effective Date:** 15 April 2014

**Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Assistant Chef (on roster) who reckon at least two years’ service in a substantive capacity in the grade and who possess the National Certificate Level 4 in Food Production awarded by the Mauritius Institute of Training and Development.

**NOTE**

In the absence of qualified officers in the grade of Assistant Chef (on roster), by selection from among candidates who –

- (a) possess –
  - (i) 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; and
  - (ii) the National Certificate Level 4 in Food Production awarded by the Mauritius Institute of Training and Development

OR

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

- (b) reckon at least four years’ experience as Cook in the hospitality industry; and
- (c) are computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

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for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms

15 April 2014

Date.....

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

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**Duties:**

1. To be responsible to the Secretary to the President for the proper running of the kitchen at the State House including supervision of subordinate kitchen staff.
2. To be responsible for the preparation and cooking of all meals, including pastries and snacks, required for functions as directed by the Secretary to the President.
3. To advise on menus.
4. To produce dishes/pastries from local and international cuisines.
5. To maintain a high standard of hygiene in the preparation, cooking and distribution processes.
6. To conduct regular inventories of food supplies, assess projected needs and make arrangements for ordering of provisions.
7. To ensure that all kitchen areas are kept neat and tidy at all times.
8. To maintain the kitchen equipment and utensils in a clean and hygienic condition.
9. To use ICT in the performance of his duties.
10. 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 Chef in the roles ascribed to him.

**Note**

The Chef will be required to work outside normal working hours including Saturdays, Sundays and Public Holidays.



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

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Date.....