

GOVERNMENT OF MAURITIUS

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

- Department:** Office of the President
- Post:** Senior Assistant Butler
- 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 – 29,050 (24 033 060)
- Effective Date:** 09 September 2022
- Qualifications:** By selection from among employees in the grade of Assistant Butler (on roster) who reckon at least five years' service in a substantive capacity in the grade and who possess –
- (a) effective supervisory skills; and
 - (b) effective interpersonal and communication skills.
- Duties:**
1. To be responsible to the Household Supervisor or any other officer designated by him for –
 - (i) attending the main door for the arrival and departure of guests;
 - (ii) waiting at table and ensuring that a quality service is provided to guests;
 - (iii) ensuring that the stock level of consumables is appropriate and informing the Butler, Office of the President, of any need to replenish the stock of such items;
 - (iv) arranging for the adequate supply of brooms and other requisites to household staff for cleaning of rooms, furniture, brassware, silverware and windows; and
 - (v) cleaning a set of rooms, verandahs and corridor.
 2. To assist the Butler, Office of the President in 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 Assistant Butler in the roles ascribed to him.

Note

Senior Assistant Butlers may be required to work at staggered hours and to be on duty on Sundays and Public Holidays.

CERTIFIED CORRECT

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N. Auchoybur (Mrs)
for Supervising Officer
Ministry of Public Service, Administrative
and Institutional Reforms

09 September 2022

Date.....

