



<b>Job description</b>	
<b>Job title</b>	Casual Pool – Cleaning/Catering Assistant
<b>Grade</b>	B / £13.45 per hour
<b>Directorate</b>	Communities & Neighbourhoods
<b>Service/team</b>	Facilities Management
<b>Accountable to</b>	Contract Manager
<b>Responsible for</b>	Cleaning Schools and KMBC Buildings and Working in School Catering Kitchens
<b>Date reviewed</b>	12/06/2025

### **Purpose of the Job**

You will provide a flexible catering and/or cleaning provision across a range of buildings within the Borough to meet fluctuating service requirements. You will work well both individually and as part of a team to provide an effective service, ensuring that service output specifications and standards of performance are achieved.

### **Duties and Responsibilities**

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

#### **Service Provision:**

To carry out various scheduled and reactive tasks across any KMBC establishment. Expectations will include but are not limited to:

- 1) Cleaning support, ensuring that all establishments are kept in a clean and hygienic condition.
- 2) Cleaning tasks, such as vacuuming, buffing, cleaning, polishing and mopping surfaces.
- 3) Dealing with spillages in a safe, hygienic manner.
- 4) Carrying out periodic litter-picking.
- 5) Brushing, sweeping and removing debris.
- 6) Using the correct cleaning equipment in a safe and compliant manner.
- 7) Ensuring that all tasks are completed in a timely manner and delivered to the required standard.
- 8) Disposing of waste correctly and safely.
- 9) Providing catering support in preparation for serving food and beverages.



- 10) Moving and setting up dining furniture where required.
- 11) Washing dishes, utensils and other catering equipment.
- 12) Maintaining cleanliness in catering environments.
- 13) Informing the relevant Catering or Cleaning Supervisor of any defects in equipment or of premises not meeting Health and Safety or Food Hygiene Regulation standards.

**Working Pattern:**

You may be offered shifts based on availability and business needs. The following shifts are usual working patterns, though may be subject to change:

- 6.30am to 8.30am
- 11am to 2pm
- 3.30pm to 8pm

There is a requirement for the post-holder to have a flexible attitude towards transferring at short notice to provide cover at any establishment within a reasonable geographical distance to undertake either catering or cleaning duties.

**Staff Development:**

You will be required to participate in mandatory training and development exercises within a reasonable timeframe of commencing employment.

**Management Information and Administration:**

You will complete and submit all relevant documentation as directed in a timely manner.

**Communications:**

You will act professionally and maintain effective communication with colleagues and all other contacts. You will contribute towards positive, constructive and effective relationships.



## Knowsley Better Together – Staff Qualities



## Health and Safety and Mandatory Training

- To use equipment as instructed and trained.
- To ensure compliance with all policies and procedures.
- To work in a manner that will ensure your own personal safety and that of others.
- To inform management of any health and safety issues which could place individuals at risk.
- To complete the following courses within a reasonable timeframe:
  - Safe Moving and Manual Handling of Loads
  - Core Health and Safety
  - Food Hygiene
  - Relevant equipment / chemical training

## Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.