Knowsley Council

Job description			
Job title	Casual Pool – Cleaning/Catering Assistant		
Grade	£13.65 per hour		
Directorate	Place		
Service/team	Facilities Management		
Accountable to	Contract Manager		
Responsible for	Cleaning Schools and KMBC Buildings and Working in School Catering Kitchens		
JE Reference		**Date Reviewed**	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.

As part of your role with the Council, you share a collective responsibility to support and champion children and young people who are cared for by the Council and young people who are care experienced. Children and young people tell us that including this in all job descriptions “is good” because they want all Council employees to understand how important it is to “treat children in care and care experienced young people as they would their own”. We ask that you do this with the same commitment, care and ambition that any parent would, regardless of your job role or service area. Children and young people tell us that they want all Council employees to be “genuine”, helping to create

a supportive environment, remaining alert to any worries and concerns, and ensuring that safeguarding is promoted and responded to appropriately.

Knowsley Behaviours



Always looking for better ways to do things better

Taking ownership and delivering on commitments

Working together to achieve the best outcomes

Helping others succeed and thrive

Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

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.