



| Job description |                                             |               |               |
|-----------------|---------------------------------------------|---------------|---------------|
| Job title       | Multi-Skilled Operative/ Catering Assistant |               |               |
| Grade           | B                                           |               |               |
| Directorate     | Communities & Neighbourhoods                |               |               |
| Service/team    | Commercial Services                         |               |               |
| Accountable to  | Contract Manager                            |               |               |
| Responsible for | Catering Services                           |               |               |
| JE Reference    |                                             | Date Reviewed | November 2025 |

### Purpose of the Job

You will be responsible for contributing towards the effective, efficient and professional delivery of the Schools Meals service.

### 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

1. Provide support to management and colleagues in delivering the catering service, following instructions and guidance to perform all tasks to the highest standard.
2. Carry out delegated catering tasks to ensure strict compliance with the service specification, menu design and agreed working practices which meet legislative and performance standards.
3. Carry out tasks both individually and as part of a team.
4. Maintain high standards of hygiene at all times, preparing food in line with the correct standards and procedures.

### Working Pattern:

Catering shifts are for the duration of 2 hours and typically take place between any time between 11:00am and 14:30pm, though this may be subject to change.



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.

### **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 always act professionally and demonstrate excellent communication standards with pupils, teaching staff, colleagues and management. You will contribute towards positive, constructive and effective relationships.

## **Knowsley Better Together – Staff Qualities**



## **Health and Safety**

- Use equipment as instructed and trained.
- Comply with relevant health and safety legislation and operate in accordance with a safe system of work and risk assessments.
- Ensure compliance with all policies and procedures.
- Work in a manner that will ensure your own personal safety and that of others.



- Inform management of any health and safety issues which could place individuals at risk.
- The post holder will be required to complete the following courses within a reasonable timeframe:
  - Safe Moving and Manual Handling of Loads
  - Core Health and Safety
  - Food Hygiene
  - Fire Safety
  - 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.