

# Disgrifiad Swydd

Teitl y Swydd	Cynorthwyydd Arlwyo
Gwasanaeth	Ysgolion a Diwylliant
Graddfa	2
Pwynt/iau Cyflog	2
Cyflog	£22,366 pro rata
Pwrpas y Swydd	Paratoi a gweini pryd i'r preswylwyr
Lleoliad	Cartref Preswyl Yr Hafod, Aberteifi
Oriau Gwaith	20 awr yr wythnos
Math o Gytundeb	Rhan-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Rheolwr Corfforaethol Adnoddau Dysgu
Cyfrifoldebau Goruchwylio / Rheoli	Ddim yn berthnasol
Atebolrwydd	Gwasanaeth Ysgolion
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	Mae diogelu oedolion sy'n gwynebu risg yn flaenoriaethau allweddol i ni. Ein nod yw cefnogi oedolion sy'n gwynebu risg er mwyn sicrhau eu bod mor ddiogel â phosibl. Rydym ni yn cydnabod bod oedolion sy'n gwynebu risg a'r hawl i gael eu hamddiffyn a byddwn yn cymryd camau i ddiogelu'u lles. Disgwylir i bob aelod staff a gwirfoddolwr rannu'r ymrwymiad hwn a byddwn yn gofyn am Wiriad Manylach y Gwasanaeth Datgelu a Gwahardd (DBS), sef y CRB gynt.
<b>Dyletswyddau a chyfrifoldebau</b>	
<p><b>Darparu Gwasanaeth</b></p> <ul style="list-style-type: none"> <li>• Paratoi a gweini pryd yn y nos i'r preswylwyr gan gynnwys diodydd;</li> <li>• Dyletswyddau cegin cyffredinol; gan gynnwys golchi cyfarpar ac offer a glanhau'r ardaloedd o gwmpas;</li> <li>• Gosod a chlirio byrddau os oes angen;</li> <li>• Cofnodi tymheredd bwyd ar gyfer gweini.</li> </ul> <p><b>Iechyd a Diogelwch</b></p> <ul style="list-style-type: none"> <li>• Sicrhau y cedwir at safonau Diogelwch Bwyd a Iechyd yr Amgylchedd</li> <li>• Sicrhau safonau'r Gymuned Economaidd Ewropeaidd ar Godi a Chario;</li> <li>• Iechyd a Diogelwch cyffredinol yn y gegin gan gynnwys cyfarpar peryglus.</li> </ul> <p><b>Cyffredinol</b></p> <ul style="list-style-type: none"> <li>• Disgwylir i bob gweithiwr gymryd rhan mewn cynlluniau Sirol er mwyn adolygu a datblygu gwasanaethau ac ymgymryd â hyfforddiant ffurfiol lleol o dro i dro.</li> </ul>	
Cyfeirnod at Ddibenion Gwerthuso Swyddi	CAT 001

# Manyleb Person

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Isafswm o Lefel 2 Sefydliad siartredig lechyd yr Amgylchedd o ran Diogelwch Bwyd yn y maes arlwyyo.	
Sgiliau Ieithyddol Cymraeg	Gwrando/Siarad: <b>Lefel 1</b> Darllen: <b>Lefel 1</b> Ysgrifennu: <b>Lefel 1</b>	Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd ar apwyntiad
Sgiliau Ieithyddol Saesneg	Gwrando/Siarad: <b>Lefel 4</b> Darllen: <b>Lefel 4</b> Ysgrifennu: <b>Lefel 4</b>	Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd ar apwyntiad
Sgiliau Ymarferol / Personol	<ul style="list-style-type: none"> <li>• Rhaid eich bod yn gyfathrebwr effeithiol;</li> <li>• Byddwch yn barod i weithio fel rhan o dîm</li> </ul>	
Profiad Hanfodol	<ul style="list-style-type: none"> <li>• Profiad o weithio mewn cegin</li> </ul>	
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	<ul style="list-style-type: none"> <li>• Yn barod i fynd ar gyrsiau hyfforddi yn ôl yr angen</li> </ul>	
Dymunol		
Cymwysterau / Hyfforddiant		
Sgiliau Ymarferol / Personol	<ul style="list-style-type: none"> <li>• Profiad/Gwybodaeth o weithio mewn cegin;</li> <li>• Yn barod i addasu</li> </ul>	

## Job Description

Post Name	Catering Assistant
Service	Schools and Culture
Grade	2
Spinal Point/s	2
Salary	£22,366 pro rata
Job Purpose	To prepare and serve an evening meal to the residents
Location	Yr Hafod Residential Home, Cardigan
Hours of Work	20 hours per week
Type of Contract	Part-time
Contract Duration	Permanent
Line Managers Job Title	Corporate Manager Learning Resources
Supervisory/Managerial Responsibilities	Not applicable
Accountability	Schools Service
Contractual Terms Associated with the Post	Safeguarding adults at risk is a key priority for us. We aim to support adults at risk to ensure they are as safe as they can possibly be. We acknowledge that adults at risk have a right to protection and will take action to safeguard their welfare. Each member of staff and volunteer is expected to share this commitment, and we will require an Enhanced Check by the Disclosure and Barring Service (DBS), formerly CRB.
<b>Duties and Responsibilities</b>	
<p><b>Provision of Service</b></p> <ul style="list-style-type: none"> <li>• Undertake the preparation and serving of an evening meal for the residents to include beverages;</li> <li>• General kitchen duties including washing up of equipment and utensils and the cleaning of all areas and surrounds;</li> <li>• Setting up the tables and clearing if required;</li> <li>• Recording the temperature of food at the point of service.</li> </ul> <p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>• Ensuring observance of Food Safety and Environmental Health standards;</li> <li>• Ensuring EEC standards on Manual Handling;</li> <li>• General Health and Safety of kitchen including hazardous equipment</li> </ul> <p><b>General</b></p> <p>All employees are required to take part in County-wide initiatives to review and develop services and to undertake formal local training from time to time.</p>	
Job Evaluation Post Ref	CAT 001

# Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	Minimum of CIEH Level 2 Award in Food Safety in Catering	
Welsh Linguistic Skills	Listening/Speaking: <b>Level 1</b> Reading: <b>Level 1</b> Writing <b>Level 1</b>	The Welsh linguistic skills noted are required on appointment
English Linguistic Skills	Listening/Speaking: <b>Level 4</b> Reading: <b>Level 4</b> Writing <b>Level 4</b>	The English linguistic skills noted are required on appointment
Practical and personal skills	<ul style="list-style-type: none"> <li>• Must be an effective communicator</li> <li>• Prepared to work as part of a team</li> </ul>	
Required Experience	<ul style="list-style-type: none"> <li>• Experience of working in a kitchen environment</li> </ul>	
Training/education required to be undertaken for the post/worked towards	<ul style="list-style-type: none"> <li>• Willingness to attend training courses as required</li> </ul>	
Desirable		
Qualifications / Training		
Practical / Personal Skills	<ul style="list-style-type: none"> <li>• Experience/knowledge of working within a catering environment;</li> <li>• Adaptability</li> </ul>	