

Disgrifiad Swydd

Teitl y Swydd	Cogydd Peripatetig – Gogledd Ceredigion
Gwasanaeth	Ysgolion a Diwylliant
Graddfa	6
Pwynt/iau Cyflog	7-10
Cyflog	£24,294 - £25,545 pro rata
Pwrpas y Swydd	I weithio fel Cogydd Peripatetig trwy gydol Ceredigion a fod yn gyfrifol am ddarparu gwasanaeth arlwyo mewn ysgolion a cartrefi gofal.
Lleoliad	Gogledd Ceredigion
Oriau Gwaith	30 awr yr wythnos (Dydd Llun- Gwener) a weithiau gyda'r nos a penwythnosau
Math o Gytundeb	Rhan-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Rheolwr Arlwyo
Cyfrifoldebau Goruchwylio / Rheoli	Ddim yn berthnasol
Atebolrwydd	Gwasanaeth Ysgolion
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	Mae diogelu ac amddiffyn plant yn flaenoriaethau allweddol i ni. Ein nod yw cefnogi plant a phobl ifanc bregus er mwyn sicrhau eu bod mor ddiogel â phosibl. Rydym ni a'n sefydliadau addysgiadol yn cydnabod bod plant a phobl ifanc 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.

Dyletswyddau a chyfrifoldebau

Darparu Gwasanaeth

- Paratoi a gweini bwyd i gleientiaid/blant;
- Rheoli stoc ac archebu cyflenwadau (bwydydd a deunyddiau glanhau);
- Yn gyfrifol am lendid yr holl fannau gwaith, y cyfarpar a'r llestri;
- Darparu bwydlenni i gleientiaid;
- Darparu deiets arbennig, yn ôl yr angen;
- Cadw mewn cysylltiad â'r cleientiaid ynghylch y gwasanaeth;
- Rheoli newidiadau yn yr arferion a'r gweithdrefnau yn ôl yr angen o bryd i'w gilydd.
- Ar gael i weithio gwaith shifft mewn cartrefi gofal a digwyddiadau arbennig sy'n cynnwys gweithio gyda'r nos ac ar benwythnosau fel bo'r angen
- Bydd angen y galli i weithio ar liwt ei hun pan ddisgwylir i ddsbarthu cyflenwadau/bwyd i wahanol leoliadau ledled y Sir tra hefyd yn cynnal cefnogaeth arlwyo yn y geginau o ddydd i ddydd.
- Byddai disgwyl i reoli/goruchwylio'r Cymorth Arlwyo o fewn pob y gegin.
- Byddai disgwyl i ddefnyddio ei fenter ei hun i benderfynu ar atebion i gynnal y gwasanaeth arlwyo yn enwedig i reoli salwch/absenoldeb

Iechyd a Diogelwch

- Sicrhau y cydymffurfir â'r safonau Diogelwch Bwyd ac Iechyd yr Amgylchedd;

- Sicrhau y cydymffurfir â safonau'r Gymuned Economaidd Ewropeaidd ynghylch Codi a Chario;
- Sicrhau Iechyd a Diogelwch Cyffredinol y Gegin gan gynnwys cyfarpar peryglus.
- Sicrhau diogelwch y safle.

Cyffredinol

- Mae'n ofynnol i bob gweithiwr gymryd rhan mewn mentrau ledled y Sir i adolygu a datblygu gwasanaethau ac i ymgymryd â hyfforddiant lleol ffurfiol o dro i dro.
- Cynorthwyo'r Rheolwr Arlwyg gydag unrhyw anghenion hyfforddi ôl-swydd yn y timau.
- Rheolaeth weithredol o'r gwasanaeth gan gynnwys chludo a gweini prydiau bwyd o fewn rhai ysgolion.
- Bydd deiliad y swydd yn destun amhariad a newidiadau mewn blaenoriaethau a disgwylir iddynt ddatrys blaenoriaethau ac adnoddau sy'n gwrthdaro yn rheolaidd.
- Bydd rhai o ddyletswyddau'r swydd gael eu cynnal fel gweithiwr unigol.
- Ymgymryd â dyletswyddau clerigol i gynnwys archebu cyflenwadau a taflenni rheoli.

Unrhyw ddyletswyddau eraill fel y gofynnwyd gan y Rheolwr Arlwyg.

Cyfeirnod at Ddibenion Gwerthuso Swyddi

JD1675

Manyleb Person

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	<ul style="list-style-type: none"> Dyfarniad Lefel 3 mewn Diogelwch Bwyd mewn Ceginau neu gyfatebol. Dyfarniad Lefel 2 mewn Bwyta'n Iach a Dietau Arbennig neu gyfatebol. NVQ Lefel 2 mewn Coginio Proffesiynol neu gyfatebol 	
Sgiliau Ieithyddol Cymraeg	Gwrando/Siarad: Lefel 2 Darllen: Lefel 2 Ysgrifennu: Lefel 1	Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd o fewn dwy flynedd i benodiad
Sgiliau Ieithyddol Saesneg	Gwrando/Siarad: Lefel 5 Darllen: Lefel 4 Ysgrifennu: Lefel 4	Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd o fewn dwy flynedd i benodiad
Sgiliau Ymarferol / Personol	<ul style="list-style-type: none"> Rhaid eich bod yn gyfathrebwr effeithiol ar lafar Rhaid eich bod yn medru ysgrifennu'n effeithiol wrth gofnodi Byddwch yn barod i weithio fel rhan o dîm 	
Profiad Hanfodol	<ul style="list-style-type: none"> Tystiolaeth yn seiliedig ar weithrediadau arlwygo ar raddfa fawr, offer arlwygo, cemegau a thechnegau modern. Gwybodaeth fanwl am ddeddfwriaeth diogelwch bwyd Sgiliau TGCh i gynnwys defnyddio'r holl becynnau Microsoft ee Word, Excel Outlook ac ati. Angen bod yn annibynnol a symudol bob amser. Dyletswyddau goruchwyllo Mynediad at gar 	
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Lefel 2 Sefydliad siartredig lechyd yr Amgylchedd o ran Diogelwch Bwyd yn y maes arlwygo Yn barod i fynd ar gyrsiau hyfforddi yn ôl yr angen	
Dymunol		
Cymwysterau / Hyfforddiant		
Sgiliau Ymarferol / Personol	<ul style="list-style-type: none"> Yn gallu ysgogi pobl eraill i sicrhau cysondeb mewn perfformiad Profiad / Gwybodaeth o weithio mewn cegin Yn gallu i ddadansoddi gwybodaeth; Yn gallu i reoli stoc; Yn barod i addasu 	

Job Description

Post Name	Peripatetic Cook – North Ceredigion
Service	Schools and Culture
Grade	6
Spinal Point/s	7-10
Salary	£24,294 - £25,545 pro rata
Job Purpose	To work as a Peripatetic Cook throughout Ceredigion and be responsible for the delivery of catering activities at schools and care homes.
Location	North Ceredigion
Hours of Work	30 hours - (Monday – Friday) with some evening and weekend work
Type of Contract	Part-time
Contract Duration	Permanent
Line Managers Job Title	Catering Manager
Supervisory/Managerial Responsibilities	n/a
Accountability	School Services
Contractual Terms Associated with the Post	Safeguarding and child protection are key priorities for us. We aim to support vulnerable children and young people to ensure they are as safe as they can possibly be. We and our educational establishments acknowledge that children and young people 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.
Duties and Responsibilities	
<p>Provision of Service</p> <ul style="list-style-type: none"> • Preparation and service of food to clients/pupils; • Stock control and ordering of supplies (provisions and cleaning materials); • Cleanliness of all areas, equipment and utensils; • Provision of menus for clients; • Provision of special diets, as required; • Liaison with clients regarding service; • Management of changes to practices and procedures as required from time to time. • Be available to cover shift work in care homes and special events which includes evening and weekend working as required. • The postholder will need to use own initiative when expected to distribute supplies/food to various locations throughout the County whilst also maintaining catering support in Kitchens from day to day. • The postholder would be expected to manage/supervise the Catering Assistance within each kitchen work at. • The postholder would be expected to use own initiative to determine solutions to maintain the catering service especially to manage sickness/leave <p>Health and Safety</p> <ul style="list-style-type: none"> • Ensuring Food Safety and Environmental Health standards; 	

- Ensuring EEC standards on Manual Handling;
- General Health and Safety of kitchen including hazardous equipment.
- Security of premises

General

- 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.
- To assist the Catering Manager with any post training needs within the teams.
- The operational control of service points including transporting and serving meals within some schools.
- The post holder will be subject to regular disruption and changes in priorities and will be expected to resolve conflicting priorities and resources on a regular basis.
- There will be a requirement for some of the duties of the post to be carried out as a lone worker.
- Undertake clerical duties to include the ordering of supplies and control sheets.
- Any other duties as requested by the Catering Manager.

Job Evaluation Post Ref

JD1675

Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	<ul style="list-style-type: none"> • Level 3 Award in Food Safety in Kitchens or equivalent. • Level 2 in Healthy Eating and Special Diets or equivalent. • Level 2 NVQ in Professional Cookery or equivalent. 	
Welsh Linguistic Skills	Listening/Speaking: Level 2 Reading: Level 2 Writing Level 1	The Welsh linguistic skills noted must be attained within two years of appointment.
English Linguistic Skills	Listening/Speaking: Level 5 Reading: Level 4 Writing Level 4	The English linguistic skills must be attained within two years of appointment.
Practical and personal skills	<ul style="list-style-type: none"> • Must be an effective verbal communicator • Must be able to write effectively in terms of entering records • Prepared to work as part of a team 	
Required Experience	<ul style="list-style-type: none"> • Evidence based on large scale catering operations, catering equipment, chemicals and modern techniques. • In depth knowledge of food safety legislation • ICT skills to include the use of all Microsoft packages eg Word, Excel Outlook etc. • Required to be independently mobile at all times. • Supervision duties • Access to Vehicle 	
Training/education required to be undertaken for the post/worked towards	CIEH Level 2 Award in Food Safety in Catering Willingness to attend training courses as required	
Desirable		
Qualifications / Training		
Practical / Personal Skills	<ul style="list-style-type: none"> • Able to motivate other people to achieve consistency of performance • Experience / Knowledge of special diets • Ability to analyse information • Stock control abilities; • Adaptability 	