

Disgrifiad Swydd

Teitl y Swydd	Cynorthwydd Arlwy – Ysgol Gynradd Cei Newydd
Gwasanaeth	Ysgolion a Diwylliant
Graddfa	2
Pwynt/iau Cyflog	2
Cyflog	£23,656 pro rata
Pwrpas y Swydd	Cynorthwyo'r Cogydd â Gofal i reoli cegin o ddydd i ddydd yn unol â'r safonau a osodwyd gan Gyngor Sir Ceredigion. Dyletswyddau cegin cyffredinol gan gynnwys golchi cyfarpar ac offer a glanhau'r ardaloedd o gwmpas
Lleoliad	Ysgol Gynradd Cei Newydd
Oriau Gwaith	11.25 awr yr wythnos (Dydd Llun- Gwener)
Math o Gytundeb	Rhan-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Rheolwr Arlwy
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'r plant yn yr ysgol;
- Sicrhau bod yr holl fannau gwaith, y cyfarpar a'r llestri yn lân;
- Helpu i gynllunio bwydlenni;
- Paratoi deiets arbennig, yn ôl yr angen.
- Delio gyda chwsmeriaid anfodlon.

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.

Cyffredinol

- Mae'n ofynnol i bob gweithiwr gymryd rhan mewn Cynlluniau ar draws y Sir i adolygu a datblygu gwasanaethau ac ymgymryd â hyfforddiant lleol ffurfiol o bryd i'w gilydd;
- Mae gofyn i chi fod yn hyblyg oherwydd o bryd i'w gilydd bydd gofyn i chi fod yn gyfrifol am gegin mewn lleoliad gwahanol.

Manyleb Personol

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Lefel 2 Sefydliad Siartredig Iechyd yr Amgylchedd o ran Diogelwch Bwyd yn y maes Arlwyio neu well.	
Sgiliau Ieithyddol Cymraeg	Gwranddo/Siarad: Lefel 2 Darllen: Lefel 1 Ysgrifennu: Lefel 1	Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd o fewn dwy flynedd i benodiad
Sgiliau Ieithyddol Saesneg	Gwranddo/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	- 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	Profiad o weithio mewn gegin.	
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Lefel 2 Sefydliad siartredig Iechyd yr Amgylchedd o ran Diogelwch Bwyd yn y maes arlwyio ac yn barod i fynd ar gyrsiau hyfforddi yn ôl yr angen	

Dymunol	
Cymwysterau / Hyfforddiant	
Sgiliau Ymarferol / Personol	- Profiad / Gwybodaeth o weithio mewn cegin; - Y gallu i ddadansoddi gwybodaeth; - Y gallu i reoli stoc; - Yn barod i addasu

Job Description

Post Name	Catering Assistant – New Quay Primary School
Service	Schools and Culture
Grade	2
Spinal Point/s	2
Salary	£23,656 pro rata
Job Purpose	To assist the Cook-in-Charge to manage the kitchen service on a day-to-day basis according to standards laid down by Ceredigion County Council. General kitchen duties including washing up of equipment and utensils and the cleaning of all areas and surrounds.
Location	New Quay Primary School
Hours of Work	11.25 hours term time (Monday- Friday)
Type of Contract	Part-time
Contract Duration	Permanent
Line Managers Job Title	Catering Manager
Supervisory/Managerial Responsibilities	Not applicable
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	

Provision of Service

- Preparation and service for pupils at the school;
- Cleanliness of all areas, equipment and utensils;
- Assist in the planning of menus;
- Preparation of special diets, as required.
- Deal with dissatisfied customers.

Health and Safety

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

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;
- Flexibility is required, as from time to time you may be required to take responsibility of a kitchen at an alternative establishment.

Job Evaluation Post Ref

CAT 005

Essential		
Academic / Professional / Technical / Vocational Qualifications	Level 2 Award in Food Safety in Catering or higher	
Welsh Linguistic Skills	Listening/Speaking: Level 2 Reading: Level 1 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	• 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	Experience of working in a kitchen.	
Training/education required to be undertaken for the post/worked towards	CIEH Level 2 Award in Food Safety in Catering and willingness to attend training courses as required	

Desirable	
Qualifications / Training	
Practical / Personal Skills	• Experience / Knowledge of special diets; • Ability to analyse information; • Stock control abilities; • Adaptability