

Disgrifiad Swydd

Teitl y Swydd	Cynorthwydd Arlwyo – Ysgol Gynradd Talybont
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 Talybont
Oriau Gwaith	10 awr (Llun- Gwener)
Math o Gytundeb	Rhan-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Rheolwr Arlwyo
Cyfrifoldebau Goruchwyllo / Rheoli	
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.

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 Person

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Lefel 2 Sefydliad Siartredig lechyd yr Amgylchedd o ran Diogelwch Bwyd yn y maes Arlwyo neu well	
Sgiliau Ieithyddol Cymraeg	Gwranddo/Siarad: Lefel 1 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 4 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 lechyd yr Amgylchedd o ran Diogelwch Bwyd yn y maes arlwyo 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 – Talybont 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	Talybont Primary School
Hours of Work	10 hours (Monday - Friday)
Type of Contract	Part-time
Contract Duration	Permanent
Line Managers Job Title	Catering Manager
Supervisory/Managerial Responsibilities	
Accountability	Schools 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

Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	CIEH Level 2 Award in Food Safety in Catering	
Welsh Linguistic Skills	Listening/Speaking: Level 1 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 4 Reading: Level 4 Writing: Level 4	The English linguistic skills noted 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