

## Disgrifiad Swydd

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| Teitl y Swydd                                  | Cogydd Mewn Gofal 1 – Ysgol Gynradd Penrhyncoch  |
| Gwasanaeth                                     | Ysgolion   |
| Graddfa  | 6  |
| Pwynt/iau Cyflog                               | 7-10   |
| Cyflog   | £25,584 - £26,835 pro rata   |
| Pwrpas y Swydd                                 | Rheoli cegin o ddydd i ddydd yn unol â'r safonau a osodir gan Gyngor Sir Ceredigion.   |
| Lleoliad                                       | Ysgol Gynradd Penrhyncoch  |
| Oriau Gwaith                                   | 30.5 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;
- Rheoli stoc ac archebu cyflenwadau (bwydydd a deunyddiau glanhau);
- Yn gyfrifol am lendid yr holl fannau gwaith, y cyfarpar a'r llestri;
- Darparu bwydlenni;
- Darparu deiets arbennig, yn ôl yr angen;
- Delio gyda chwsmeriaid anfodlon;
- Yn gyfrifol am hyfforddiant cychwynnol a hyfforddiant parhaus i staff ac am nodi eu hanghenion hyfforddi ffurfiol;
- Yn gyfrifol am oruchwylio a monitro arferion gwaith;
- Yn gyfrifol am ddisgyblaeth o ddydd i ddydd ac am gyfeirio unrhyw bryderon sy'n parhau at y Rheolwr Arlwy;

## **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 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                     | Isafswm o Lefel 2 Sefydliad Siartredig Iechyd yr Amgylchedd o ran Diogelwch Bwyd yn y maes Arlwyo neu well.  |   |
| Sgiliau Ieithyddol Cymraeg   | Gwranddo/Siarad: <b>Lefel 1</b><br>Darllen: <b>Lefel 1</b><br>Ysgrifennu: <b>Lefel 1</b>   | Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd o fewn dwy flynedd i benodiad |
| Sgiliau Ieithyddol Saesneg   | Gwranddo/Siarad: <b>Lefel 4</b><br>Darllen: <b>Lefel 4</b><br>Ysgrifennu: <b>Lefel 4</b>   | Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd o fewn dwy flynedd i benodiad |
| Sgiliau Ymarferol / Personol   | <ul style="list-style-type: none"> <li>• Rhaid eich bod yn gyfathrebwr effeithiol ar lafar</li> <li>• Rhaid eich bod yn medru ysgrifennu'n effeithiol wrth gofnodi</li> <li>• Byddwch yn barod i weithio fel rhan o dîm</li> </ul> |   |
| 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 3 Sefydliad siartredig Iechyd 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 | <ul style="list-style-type: none"> <li>• Dyfarniad Lefel 3 Sefydliad Siartredig Iechyd yr Amgylchedd o ran Diogelwch Bwyd yn y maes Arlwyo;</li> <li>• Profiad / Gwybodaeth o weithio mewn gegin;</li> <li>• Profiad o deiets arbennig</li> <li>• Y gallu i ddadansoddi gwybodaeth;</li> <li>• Y gallu i reoli stoc;</li> <li>• Yn barod i addasu;</li> <li>• Sgiliau rhifedd a sgiliau cyfrifiadurol sylfaenol;</li> <li>• Sgiliau goruchwylio</li> </ul> |

## Job Description

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|--|--|
| Post Name                                  | Cook in Charge 1 – Penrhyncoch Primary School  |
| Service                                    | Schools  |
| Grade                                      | 6  |
| Spinal Point/s                             | 7-10   |
| Salary                                     | £25,584 - £26,835 pro rata   |
| Job Purpose                                | To manage the kitchen service on a day-do-day basis according to standards laid down by Ceredigion County Council  |
| Location                                   | Penrhyncoch Primary School   |
| Hours of Work                              | 30.5 hours term time (Monday – Friday)   |
| 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

#### Provision of Service

- Preparation and service for pupils at the school
- Stock control and ordering of supplies (provisions and cleaning materials)
- Cleanliness of all areas, equipment and utensils
- Provision of menus for pupils
- Preparation of special diets, as required.
- Deal with dissatisfied customers.
- Induction and ongoing training of staff and identification of formal training needs
- Supervision and monitoring of working practices
- Day-to-day discipline and referring ongoing concerns to the Catering Manager

#### 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.
- 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
- 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

CAT006-02

## Person Specification

| Essential  |  |   |
|--|--|---|
| Academic / Professional / Technical / Vocational Qualifications          | Minimum of CIEH Level 2 Award in Food Safety in Catering or higher   |   |
| Welsh Linguistic Skills  | Listening/Speaking: <b>Level 1</b><br>Reading: <b>Level 1</b><br>Writing: <b>Level 1</b>   | The Welsh linguistic skills noted must be attained within two years of appointment. |
| English Linguistic Skills  | Listening/Speaking: <b>Level 4</b><br>Reading: <b>Level 4</b><br>Writing: <b>Level 4</b>   | The English linguistic skills must be attained within two years of appointment.     |
| Practical and personal skills  | <ul style="list-style-type: none"> <li>• Must be an effective verbal communicator</li> <li>• Must be able to write effectively in terms of entering records</li> <li>• Prepared to work as part of a team</li> </ul> |   |
| Required Experience  | Experience of working in a kitchen.  |   |
| Training/education required to be undertaken for the post/worked towards | CIEH Level 3 Award in Food Safety in Catering and willingness to attend training courses as required   |   |

| Desirable                   |   |
|-----------------------------|---|
| Qualifications / Training   |   |
| Practical / Personal Skills | <ul style="list-style-type: none"> <li>• CIEH Level 3 Award in Food Safety in Catering</li> <li>• Experience of working in kitchens</li> <li>• Experience / Knowledge of special diets</li> <li>• Ability to analyse information</li> <li>• Stock control abilities</li> <li>• Adaptability</li> <li>• Numeracy &amp; basic computer skills</li> <li>• Supervisory skills.</li> </ul> |