

Disgrifiad Swydd

Teitl y Swydd	Cogydd â Gofal – Yr Hafod
Gwasanaeth	Ysgolion, Gydol Oes a Diwylliant
Graddfa	6
Pwynt/iau Cyflog	7 – 10
Cyflog	£26,403 - £27,694 y flwyddyn
Pwrpas y Swydd	Rydym am recriwtio Cogydd â Gofal i weithio yn ein cegin brysur yng Nghartref Preswyl Yr Hafod, Aberteifi. O ddydd i ddydd byddwch yn gyfrifol am: • Rhedeg y gwasanaeth arlwygo yn y sefydliad yn unol â safonau a bennir gan y Cyngor Sir. • Cynllunio, paratoi a gweini prydau bwyd i gleientiaid trwy gydol y dydd a sicrhau bod eu hanghenion dietegol yn cael eu diwallu • Bod yn gyfrifol am reoli stoc ac archebu cyflenwadau • Cynnal y safonau glendid uchaf ym mhob rhan o'r gegin yn rheolaidd • Sicrhau bod safonau Diogelwch Bwyd ac Iechyd yr Amgylchedd yn cael eu dilyn
Lleoliad Gwaith Cytundebol	Cartref Preswyl Yr Hafod, Aberteifi
Oriau Gwaith	37
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Rheolwr Arlwygo
Cyfrifoldebau Goruchwyllo / Rheoli	Ddim yn berthnasol
Atebolrwydd	
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.

Dyletswyddau a chyfrifoldebau

Darparu Gwasanaeth

- Paratoi a gweini bwyd i gleientiaid
- Rheoli stoc ac archebu cyflenwadau (darpariaeth a deunyddiau glanhau)
- Glendid yr holl safleoedd ac offer.
- Rheoli a darparu costau
- Darparu bwydlenni i gleientiaid
- Darparu dietau arbennig yn ôl yr angen
- Cysylltu gyda chleientiaid ynghylch y gwasanaeth

Iechyd a Diogelwch

- Sicrhau y dilynir safonau Diogelwch Bwyd ac Iechyd yr Amgylchedd.
- Sicrhau cydymffurfiaeth â safonau EEC ynghylch Trin â Llaw
- Iechyd a Diogelwch cyffredinol y Gegin gan gynnwys offer peryglus
- Diogelwch yr eiddo

Rheoli Staff

- Hyfforddiant sefydlu a hyfforddiant parhaus i staff a nodi anghenion hyfforddi ffurfiol
- Trefnu gwasanaeth wrth gefn ar gyfer y rota
- Goruchwyllo a monitro arfer gwaith.
- Disgyblaeth o ddydd i ddydd a chyfeirio pryderon parhaus i'r Rheolwr Arlwyo

**Cyfeirnod at Ddibenion Gwerthuso
Swyddi**

CAT 008-03

Manyleb y Person

Gofynion Hanfodol	
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Dyfarniad Lefel 3 Sefydliad Siartredig Iechyd yr Amgylchedd o ran Diogelwch Bwyd yn y maes arlwyyo neu well
Sgiliau Ieithyddol Cymraeg:	Bydd angen y sgiliau ieithyddol canlynol o fewn 2 flynedd i'r penodiad. Gwrando a Siarad Lefel 1: Medru ynganu enwau llefydd ac enwau personol yn gywir. Medru cyfarch cwsmeriaid mewn derbynfa neu ary ffon. Medru agor a chloi sgwrs. Sgiliau Darllen Lefel 1: Gallu deall adroddiadau byr ar faterion syml, os ydynt wedi'u mynegi mewn iaith syml, fel arwyddion elfennol, cyfarwyddiadau symla a chynnwys agenda. Sgiliau Ysgrifennu Lefel 1: Medru ysgrifennu enwau personol, enwau llefydd, teitlau swyddi ac enwau adrannau'r Cyngor. Medru ysgrifennu cais syml i gydweithiwr, e.e. hwn a hon wedi galw.
Sgiliau Ieithyddol Saesneg:	Bydd angen y sgiliau ieithyddol canlynol o fewn 2 flynedd i'r penodiad. Gwrando a Siarad Lefel 5: Medru cyfrannu'n rhugl a hyderus yng nghyswllt pob agwedd ar y gwaith beunyddiol, gan gynnwys trafod a chynghori ar faterion technegol, arbenigol neu sensitif. Sgiliau Darllen Lefel 4: Gallu deall gohebiaeth ac adroddiadau wedi'u mynegi mewn iaith safonol. Sgiliau Ysgrifennu Lefel 4: Medru llunio gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a llenyddiaeth hysbysrwydd gyda chymorth golygyddol.
Sgiliau Ymarferol / Personol	• Yn barod i weithio fel rhan o dîm • Ymagwedd hyblyg at weithio mewn tîm • Rhaid bod yn gyfathrebwr llafar effeithiol • Y gallu i ddadansoddi gwybodaeth o ran cyllideb a rheoli stoc • Hyblygrwydd
Profiad Hanfodol	Profiad o weithio mewn cegin
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Yn barod i fynd ar gyrsiau hyfforddi yn ôl yr angen

Gofynion Dymunol	
Cymwysterau / Hyfforddiant	
Sgiliau Ymarferol / Personol	• Profiad/gwybodaeth o ddeiets arbennig • Y gallu i ddadansoddi gwybodaeth • Y gallu i reoli stoc • Yn barod i addasu

Job Description

Post Name	Cook in Charge – Yr Hafod
Service	Schools, Lifelong Learning & Culture
Grade	6
Spinal Point/s	7 - 10
Salary	£26,403 - £27,694 per annum
Job Purpose	We are looking to recruit a Cook in Charge to work in our busy kitchen at Yr Hafod Residential Home, Cardigan. On a day to day basis you will be responsible for: • Running of the catering service within the establishment according to standards laid down by the County Council. • Plan, prepare and serve meals to clients throughout the day and ensuring that their dietary needs are met • Be responsible for stock control and ordering supplies • Maintaining the highest standards of cleanliness in all areas of the kitchen at all times • Ensuring observance of Food Safety and Environmental Health standards
Contractual Work Location/Base	Yr Hafod Residential Home, Cardigan
Hours of Work	37
Type of Contract	Full-time
Contract Duration	Permanent
Line Managers Job Title	Catering Manager
Supervisory/Managerial Responsibilities	n/a
Accountability	
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.

Duties and Responsibilities	
Provision of Service • Preparation and service of food to clients • Stock control and ordering of supplies (provision and cleaning materials) • Cleanliness of all areas, equipment and utensils. • Control and provisions costs • Provision of menus for clients • Provision of special diets as required • Liaison with clients regarding the service Health and Safety • Ensuring observance of Food Safety and Environmental Health standards • Ensuring observance of EEC standards on Manual Handling • General Health and Safety of Kitchen including hazardous equipment • Security of premises Management of Staff • Induction and ongoing training of staff and identification of formal training needs • Arranging rota cover • Supervision and monitoring of work practice. • Day-to-day discipline and referring ongoing concerns to Catering Manager	
Job Evaluation Post Ref	CLE 008-03

Person Specification

Essential Requirements	
Academic / Professional / Technical / Vocational Qualifications	Minimum of CIEH Level 3 Award in Food Safety in Catering
Welsh Linguistic Skills:	The following linguistic skills will be required within 2 years of appointment. Listening & Speaking Level 1: Can pronounce place names and personal names correctly. Can greet customers on a reception desk or on the telephone. Can begin and end a conversation. Reading Skills Level 1: Can understand short reports on familiar matters, if these are expressed in simple language, such as elementary signs, simple instructions and agenda contents. Writing Skills Level 1: Can write personal names, place names, job titles and names of Council services.
English Linguistic Skills:	The following linguistic skills will be required within 2 years of appointment. Listening & Speaking Level 5: Can contribute fluently and confidently in relation to all aspects of day-to-day work, including discussing and advising upon technical, specialist or sensitive matters. Reading Skills Level 4: Can understand correspondence and reports expressed in standard language. Writing Skills Level 4: Can write business correspondence, short reports, e-mail messages and information literature with editorial assistance.
Practical and personal skills	• Prepared to work as part of a team • Flexible approach to team working • Must be an effective verbal communicator • Ability to analyse information with regards budget and stock control • Adaptability
Required Experience	Experience of working in a kitchen environment
Training/education required to be undertaken for the post/worked towards	Willingness to attend training courses as required

Desirable Requirements	
Qualifications / Training	
Practical / Personal Skills	Experience/knowledge of special diets Ability to analyse information Stock control abilities Adaptability