

Disgrifiad Swydd

Teitl y Swydd	Cynorthwydd Arlwyo - Bryntirion
Gwasanaeth	Ysgolion, Gydol Oes a Diwylliant
Graddfa	3
Cyflog	£24,796 pro rata
Pwrpas y Swydd	Paratoi a gweini pryd i'r preswylwyr.
Lleoliad	Cartref Preswyl Bryntirion, Tregaron
Oriau Gwaith	9 awr yr wythnos.
Math o Gytundeb	Rhan-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Rheolwr Corfforaethol Adnoddau Dysgu
Cyfrifoldebau Goruchwylio / Rheoli	Ddim yn berthnasol
Atebolrwydd	Gwasanaeth Ysgolion, Gydol Oes a Diwylliant
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	Mae'r swydd yn amodol ar wiriad Manylach DBS ar gyfer Oedolion.
Dyletswyddau a chyfrifoldebau	
<p>Darparu Gwasanaeth</p> <ul style="list-style-type: none"> • Paratoi a gweini pryd yn y nos i'r preswylwyr gan gynnwys diodydd • Dyletswyddau cegin cyffredinol; gan gynnwys golchi cyfarpar ac offer a glanhau'r ardaloedd o gwmpas • Gosod a chlirio byrddau os oes angen • Cofnodi tymheredd bwyd ar gyfer gweini <p>Iechyd a Diogelwch</p> <ul style="list-style-type: none"> • Sicrhau y cedwir at safonau Diogelwch Bwyd a Iechyd yr Amgylchedd • Sicrhau safonau'r Gymuned Economaidd Ewropeaidd ar Godi a Chario • Iechyd a Diogelwch cyffredinol yn y gegin gan gynnwys cyfarpar peryglus <p>Cyffredinol</p> <ul style="list-style-type: none"> • Disgwylir i bob gweithiwr gymryd rhan mewn cynlluniau Sirol er mwyn adolygu a datblygu gwasanaethau ac ymgymryd â hyfforddiant ffurfiol lleol o dro i dro 	
Cyfeirnod at Ddibenion Gwerthuso Swyddi	CAT 001

Manyleb Person

Gofynnol

Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Isafswm o Lefel 2 Sefydliad siartredig lechyd yr Amgylchedd o ran Diogelwch Bwyd yn y maes arlwyo.	
Sgiliau Ieithyddol Cymraeg	Gwranddo/Siarad: Lefel 1 Darllen: Lefel 1 Ysgrifennu: Lefel 1	Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd ar apwyntiad
Sgiliau Ieithyddol Saesneg	Gwranddo/Siarad: Lefel 4 Darllen: Lefel 4 Ysgrifennu: Lefel 4	Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd ar apwyntiad
Sgiliau Ymarferol / Personol	<ul style="list-style-type: none"> • Rhaid eich bod yn gyfathrebwr effeithiol • Byddwch yn barod i weithio fel rhan o dîm 	
Profiad Hanfodol	<ul style="list-style-type: none"> • Profiad o weithio mewn cegin 	
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	<ul style="list-style-type: none"> • Yn barod i fynd ar gyrsiau hyfforddi yn ôl yr angen 	

Dymunol

Cymwysterau / Hyfforddiant	
Sgiliau Ymarferol / Personol	<ul style="list-style-type: none"> • Profiad/Gwybodaeth o weithio mewn cegin • Yn barod i addasu

Job Description

Post Name	Catering Assistant - Bryntirion
Service	Schools, Lifelong Learning & Culture
Grade	3
Salary	£24,796 pro rata
Job Purpose	To prepare and serve an evening meal to the residents.
Location	Bryntirion Residential Home, Tregaron
Hours of Work	9 hours per week.
Type of Contract	Part-time
Contract Duration	Permanent
Line Managers Job Title	Corporate Manager Learning Resources
Supervisory/Managerial Responsibilities	Not applicable
Accountability	Schools, Lifelong Learning & Culture
Contractual Terms Associated with the Post	This post is subject to an Enhanced Adult DBS check.
Duties and Responsibilities	
<p>Provision of Service</p> <ul style="list-style-type: none"> • Undertake the preparation and serving of an evening meal for the residents to include beverages • General kitchen duties including washing up of equipment and utensils and the cleaning of all areas and surrounds • Setting up the tables and clearing if required • Recording the temperature of food at the point of service <p>Health and Safety</p> <ul style="list-style-type: none"> • Ensuring observance of Food Safety and Environmental Health standards • Ensuring EEC standards on Manual Handling • General Health and Safety of kitchen including hazardous equipment <p>General</p> <ul style="list-style-type: none"> • 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 	
Job Evaluation Post Ref	CAT 001

Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	Minimum of 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 are required on appointment
English Linguistic Skills	Listening/Speaking: Level 4 Reading: Level 4 Writing Level 4	The English linguistic skills noted are required on appointment
Practical and personal skills	<ul style="list-style-type: none"> • Must be an effective communicator • Prepared to work as part of a team 	
Required Experience	<ul style="list-style-type: none"> • Experience of working in a kitchen environment 	
Training/education required to be undertaken for the post/worked towards	<ul style="list-style-type: none"> • Willingness to attend training courses as required 	

Desirable	
Qualifications / Training	
Practical / Personal Skills	<ul style="list-style-type: none"> • Experience/knowledge of working within a catering environment • Adaptability