

# Disgrifiad Swydd

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                               |
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| Teitl y Swydd                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Cynorthwyydd Arlwyo                                                                                                           |
| Gwasanaeth                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Porth Gofal                                                                                                                   |
| Graddfa                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 2                                                                                                                             |
| Cyflog                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | £25,614 pro rata                                                                                                              |
| Pwrpas y Swydd                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Paratoi prydiau bwyd i'r preswylwyr                                                                                           |
| Lleoliad Gwaith<br>Cytundebol                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Hafan-y-Waun<br>Cartref Preswyl ardal Aberystwyth                                                                             |
| Oriau Gwaith                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 35 awr yr wythnos                                                                                                             |
| Math o Gytundeb                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Rhan-amser                                                                                                                    |
| Hyd y Cytundeb                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Parhaol                                                                                                                       |
| Teitl swydd y Rheolwr<br>Llinell                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Rheolwr Arlwyo Hafan y Waun                                                                                                   |
| Cyfrifoldebau Goruchwylio<br>/ Rheoli                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Ddim yn berthnasol                                                                                                            |
| Telerau Cytundebol sy'n<br>Gysylltiedig â'r Swydd                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Mae'r swydd yn amodol ar wiriad Manylach DBS ar gyfer Oedolion, gan gynnwys gwiriad yn erbyn y Rhestr Waharddedig i Oedolion. |
| Dyletswyddau a chyfrifoldebau                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                               |
| <p><b>Darparu Gwasanaeth</b></p> <ul style="list-style-type: none"><li>• Paratoi a gweini prydiau i'r preswylwyr gan gynnwys diodydd;</li><li>• Dyletswyddau cegin cyffredinol; gan gynnwys golchi cyfarpar ac offer a glanhau'r ardaloedd o gwmpas;</li><li>• Gosod a chlirio byrddau os oes angen;</li><li>• Cofnodi tymheredd bwyd ar gyfer gweini.</li></ul> <p><b>Iechyd a Diogelwch</b></p> <ul style="list-style-type: none"><li>• Sicrhau y cedwir at safonau Diogelwch Bwyd a Iechyd yr Amgylchedd</li><li>• Sicrhau safonau'r Gymuned Economaidd Ewropeaidd ar Godi a Chario;</li><li>• Iechyd a Diogelwch cyffredinol yn y gegin gan gynnwys cyfarpar peryglus.</li></ul> <p><b>Cyffredinol</b></p> <ul style="list-style-type: none"><li>• 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.</li></ul> |                                                                                                                               |
| Cyfeirnod at Ddibenion Gwerthuso Swyddi                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | CAT001                                                                                                                        |

# Manyleb y Person

| Gofynion Hanfodol                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| 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:                                                            | <p><b>Bydd angen y sgiliau ieithyddol canlynol o fewn 2 flynedd i'r penodiad.</b></p> <p><b>Gwrando a Siarad</b><br/><b>Lefel 1:</b> Medru ynganu enwau llefydd ac enwau personol yn gywir. Medru cyfarch cwsmeriaid mewn derbynfa neu ary ffon. Medru agor a chloi sgwrs.</p> <p><b>Sgiliau Darllen</b><br/><b>Lefel 1:</b> Gallu deall adroddiadau byr ar faterion syml, os ydynt wedi'u mynegi mewn iaith syml, fel arwyddion elfennol, cyfarwyddiadau symla a chynnwys agenda.</p> <p><b>Sgiliau Ysgrifennu</b><br/><b>Lefel 1</b><br/>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.</p>                                                                                                   |
| Sgiliau ieithyddol Saesneg:                                                            | <p><b>Rhaid i chi feddu ar y sgiliau ieithyddol canlynol pan fyddwch chi'n dechrau'r swydd.</b></p> <p><b>Gwrando a Siarad</b><br/><b>Lefel 4:</b> Medru cyfrannu'n effeithiol mewn cyfarfodydd mewnol ac allanol yng nghyd-destun y pwnc gwaith. Medru deall gwahaniaethau cywair a thafodiaith. Medru dadlau o blaid ac yn erbyn achos penodol. Medru cadeirio cyfarfodydd ac ateb cwestiynau o'r Gadair yn hyderus. Medru rhoi cyflwyniadau yn rhugl ac yn hyderus yng nghyd-destun y pwnc gwaith.</p> <p><b>Sgiliau Darllen</b><br/><b>Lefel 4:</b> Gallu deall gohebiaeth ac adroddiadau wedi'u mynegi mewn iaith safonol.</p> <p><b>Sgiliau Ysgrifennu</b><br/><b>Lefel 4:</b> Medru llunio gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a llenyddiaeth hysbysrwydd gyda chymorth golygyddol.</p> |
| Sgiliau Ymarferol / Personol                                                           | <ul style="list-style-type: none"><li>• Rhaid eich bod yn gyfathrebwr effeithiol;</li><li>• Byddwch yn barod i weithio fel rhan o dîm</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 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 |
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| <b>Cymwysterau /<br/>Hyfforddiant</b>   |                                                                                                                        |
| <b>Sgiliau Ymarferol /<br/>Personol</b> | <ul style="list-style-type: none"><li>• Profiad/Gwybodaeth o weithio mewn cegin;</li><li>• Yn barod i addasu</li></ul> |

# Job Description

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| <b>Post Name</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Catering Assistant                                                                                    |
| <b>Service</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Porth Gofal                                                                                           |
| <b>Grade</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 2                                                                                                     |
| <b>Salary</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | £25,614 pro rata                                                                                      |
| <b>Job Purpose</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | To prepare meals for the residents                                                                    |
| <b>Contractual Work Location/Base</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Hafan-y-Waun<br>Residential home in the Aberystwyth area                                              |
| <b>Hours of Work</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 35 hours per week                                                                                     |
| <b>Type of Contract</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Part-time                                                                                             |
| <b>Contract Duration</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Permanent                                                                                             |
| <b>Line Managers Job Title</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Catering Manager Hafan Y Waun                                                                         |
| <b>Supervisory/Managerial Responsibilities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | n/a                                                                                                   |
| <b>Contractual Terms Associated with the Post</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | This post is subject to an Enhanced Adult DBS check, including a check against the Adult Barred List. |
| <b>Duties and Responsibilities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                       |
| <b>Provision of Service</b> <ul style="list-style-type: none"> <li>• Preparation and serving of meal for the residents to include beverages</li> <li>• General kitchen duties including washing up of equipment and utensils and the cleaning of all areas and surrounds</li> <li>• Setting up the tables and clearing if required</li> <li>• Recording the temperature of food at the point of service.</li> </ul> <b>Health and Safety</b> <ul style="list-style-type: none"> <li>• Ensuring observance of Food Safety and Environmental Health standards</li> <li>• Ensuring EEC standards on Manual Handling</li> <li>• General Health and Safety of kitchen including hazardous equipment</li> </ul> <b>General</b> <p>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.</p> |                                                                                                       |
| <b>Job Evaluation Post Ref</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | CAT001                                                                                                |

# Person Specification

| Essential Requirements                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| <b>Academic / Professional / Technical / Vocational Qualifications</b>          | Minimum of CIEH Level 2 Award in Food Safety in Catering                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Welsh Linguistic Skills:</b>                                                 | <p><b>The following linguistic skills will be required within 2 years of appointment.</b></p> <p><b>Listening &amp; Speaking</b><br/> <b>Level 1:</b> 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.</p> <p><b>Reading Skills</b><br/> <b>Level 1:</b> Can understand short reports on familiar matters, if these are expressed in simple language, such as elementary signs, simple instructions and agenda contents.</p> <p><b>Writing Skills</b><br/> <b>Level 1:</b> Can write personal names, place names, job titles and names of Council services.</p>                                                                                                                                        |
| <b>English Linguistic Skills:</b>                                               | <p><b>You must possess the following linguistic skills when you start the position.</b></p> <p><b>Listening &amp; Speaking</b><br/> <b>Level 4:</b> Can contribute effectively to internal and external meetings in the context of the job area. Can understand differences in language and dialect. Can argue for or against a specific case. Can chair meetings and answer questions confidently from the Chair. Can give presentations fluently and confidently in the context of the job area.</p> <p><b>Reading Skills</b><br/> <b>Level 4:</b> Can understand correspondence and reports expressed in standard language.</p> <p><b>Writing Skills</b><br/> <b>Level 4:</b> Can write business correspondence, short reports, e-mail messages and information literature with editorial assistance.</p> |
| <b>Practical and personal skills</b>                                            | <ul style="list-style-type: none"> <li>• Must be an effective communicator</li> <li>• Prepared to work as part of a team</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Required Experience</b>                                                      | Experience of working in a kitchen                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Training/education required to be undertaken for the post/worked towards</b> | Willingness to attend training courses as required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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