

<b>Swydd Ddisgrifiad: Cynorthwydd Arlwygo (x2 swydd)</b>	
<b>Maes Rhaglen / Adran</b>	Arlwygo
<b>Prif Safle</b>	Rhyl
<b>Cyflog</b>	£14,955.96 y flwyddyn Gradd 2, Pwynt Sefydlog 14
<b>Y Math o Contract</b>	Parhaol
<b>Telerau'r Contract</b>	Amser Tymor (27.5 awr yr wythnos, 38 o wythnosau'r flwyddyn)
<b>Yn atebol i</b>	Pennaeth Arlwygo Masnachol
<b>Pwrpas y Swydd</b>	
Cynorthwyo i baratoi, cyflwyno a gwerthu bwyd a diod yn y ffreuturau neu'r siopau coffi ar safleoedd Grŵp Llandrillo Menai. Clirio a glanhau'r ceginau a'r manau bwyta i'r safonau sy'n ofynnol gan y rheolwyr. Mae'n hanfodol cydymffurfio â gofynion Iechyd a Diogelwch, HACCP, Diogelwch Bwyd a gofynion cyfreithiol eraill.	
<b>Prif Ddyletswyddau a Chyfrifoldebau</b>	
<ol style="list-style-type: none"> <li>1. Cynorthwyo i baratoi bwyd ac ati.</li> <li>2. Gweini pryddau, eitemau i'r bar deli, byrbryddau a diodydd o'r holl bwyntiau gwasanaeth, yn cynnwys yr unedau coffi, i'r safonau sy'n ofynnol gan y rheolwyr.</li> <li>3. Cwblhau'r dogfennau sy'n ofynnol gan y cwmni.</li> <li>4. Ymdrin â chwsmeriaid mewn modd cyfeillgar a chymwynasgar bob amser.</li> <li>5. Clirio byrddau a gwagio biniau'n ôl y galw yn y manau bwyta.</li> <li>6. Ymgymryd â dyletswyddau glanhau offer arlwygo, waliau, lloriau, cadeiriau, byrddau ac ati.</li> <li>7. Golchi llestri, yn cynnwys cyfarpar coginio, platiau, powlenni a sosbenni.</li> <li>8. Ailstocio cownteri a phwyntiau gwasanaeth, yn ôl y galw.</li> <li>9. Cadw at bolisiau a gweithdrefnau'r coleg bob amser, yn enwedig wrth ymwneud ag Iechyd a Diogelwch, Diogelwch Bwyd a Diogelwch Myfyrwyr</li> <li>10. Defnyddio Tiliau Arian a gweithredu polisi diogelu arian y coleg</li> <li>11. Bod yn gyfrifol am y dyletswyddau dyddiol sy'n ymwneud â pheiriannau gwerthu a chabinetau arddangos/stori, ailstocio, cylchdroi stoc, gwirio dyddiadau, gwirio prisiau, glanhau a rhoi gwybod am broblemau gyda pheiriannau gwerthu.</li> <li>12. Darparu gwasanaeth Barista o safon uchel yn unol â gofynion y brand (ar ôl cael hyfforddiant priodol).</li> <li>13. Cyflawni unrhyw beth rhesymol ar gais y rheolwyr</li> </ol>	
<b>DYLETSWYDDAU ACHLYSUROL:</b>	
<ol style="list-style-type: none"> <li>1. Cynorthwyo i ddarparu Gwasanaethau Arlwygo ar gyfer digwyddiadau arbennig yn y coleg, yn unol â gofynion a chyfarwyddiadau'r rheolwyr.</li> <li>2. Rhoi gwybod i'r rheolwr llinell priodol am unrhyw gwynion neu ganmoliaeth gan gwsmeriaid.</li> <li>3. Rhoi gwybod i'r rheolwr llinell priodol yn syth am unrhyw ddamweiniau, tanau, achosion o ddwyn, colledion, difrod, bwyd anaddas, arferion amhriodol neu unrhyw broblemau eraill.</li> <li>4. Cwblhau unrhyw hyfforddiant a all fod yn angenrheidiol.</li> <li>5. Mynychu cyfarfodydd staff yn ôl y galw.</li> </ol>	
<b>DIOGELWCH BWYD A RHEOLI BWYD.</b>	
<ol style="list-style-type: none"> <li>1. Sicrhau y cydymffurfir â'r canllawiau perthnasol ar gyfer paratoi, arddangos a storio bwyd gan sicrhau hefyd bod y ddeddfwriaeth gyfredol ar fwyd, allergenau ac iechyd a diogelwch yn cael ei dilyn.</li> <li>2. Sicrhau y cydymffurfir â rheolyddion sy'n ymwneud â monitro tymheredd bwyd sydd i'w werthu.</li> <li>3. Cadw golwg ar y modd y disgrifir yr holl fwydydd sy'n cael eu harddangos neu eu gweini, ynghyd â'u hansawdd, eu maint, eu pwysau, maint eu dognau a'u prisiau</li> <li>4. Rhoi gwybod i'r rheolwr llinell priodol am unrhyw ddiffygion cyn gynted ag y nodir unrhyw broblem.</li> <li>5. Cadw safonau hylendid personol uchel, yn unol â chanllawiau'r Asiantaeth Safonau Bwyd.</li> </ol>	

Manyleb Deiliad y Swydd	Hanfodol	Dymunol	Dull Asesu
<b>Cymwysterau</b>			
<p><b>YN OFYNNOL O FEWN CYFNOD PENODOL I DDECHRAU YN Y SWYDD</b></p> <p>Parodrwydd i ennill unrhyw gymwysterau sy'n orfodol i gydymffurfio â'r ddeddfwriaeth ar fwyd ac iechyd a diogelwch neu a nodwyd yn ystod y system arfarnu.</p> <p>Er enghraifft:</p> <ul style="list-style-type: none"> <li>• Cymhwyster Diogelwch Bwyd Lefel 2 i'w gwblhau o fewn cyfnod a gytunwyd.</li> <li>• Cymhwyster Ymwybyddiaeth o Alergenau i'w gwblhau o fewn cyfnod a gytunwyd.</li> <li>• Iechyd a Diogelwch</li> <li>• Diogelu a <i>Prevent</i></li> </ul> <p>Ymgymryd â Datblygiad Proffesiynol Parhaus a nodwyd yn ystod arfarniad blynyddol neu'n ôl y galw yn ystod y flwyddyn.</p>	X		Ffurflen Gais / Cyfweliad
<p>Trwydded Yrru Lawn</p> <p>Cymhwyster Cymorth Cyntaf</p> <p>Cymhwyster Diogelwch Bwyd Lefel 2</p> <p>Cymhwyster Ymwybyddiaeth o Alergenau Lefel 2</p>		X	Ffurflen Gais / Cyfweliad
<b>Gwybodaeth a Phrofiad</b>			
Profiad o weithio mewn amgylchedd arlwy	X		Ffurflen Gais / Cyfweliad
Profiad o weithio mewn amgylchedd arlwy prysur		X	Ffurflen Gais / Cyfweliad
<b>Sgiliau a Phriodweddau</b>			
<p>Sgiliau llafar a rhyngpersonol da</p> <p>Gallu gweithio'n annibynnol</p> <p>Sgiliau trefnu da</p> <p>Y gallu i weithio i amserlenni tynn</p> <p>Y gallu i weithio'n annibynnol ac mewn tîm</p> <p>Sgiliau Arlwy Ymarferol</p>	X		Ffurflen Gais / Cyfweliad
<p>Y gallu i gyfathrebu drwy gyfrwng y Gymraeg a'r Saesneg</p> <p>Y gallu i ddefnyddio pecynnau TG / tiliau'n fedrus</p>		X	Ffurflen Gais / Cyfweliad
<b>Gofynion Ychwanegol</b>			

Y gallu i weithio o fewn ffiniau proffesiynol Aelod brwdfrydig o dîm Ymrwymiad i ddatblygiad personol a phroffesiynol pellach a pharhaus Y gallu i ddygymod â gweithio mewn amgylchedd prysur Dibynadwy Y gallu i weithio gyda thîm mawr. Agwedd hyblyg at oriau gwaith Y gallu i wasanaethu cwsmeriaid mewn modd effeithlon, cwrtais a phroffesiynol	X		Ffurflen Gais / Cyfweliad
Profiad o gynnal trafodion ariannol Y gallu i weithio gyda thîm mawr sy'n arlwy ar gyfer pobl ifanc / myfyrwyr.		X	Ffurflen Gais / Cyfweliad
Dealltwriaeth dda o ddeddfwriaeth diogelwch (hylendid, codi a chario, COSHH)	x		Ffurflen Gais / Cyfweliad
Cymwysterau ym maes lletygarwch ac arlwyo neu barodrwydd i'w hennill		x	Ffurflen Gais / Cyfweliad

### Sgiliau Cymraeg

Ceir manylion llawn am lefelau sgiliau Cymraeg yn: <https://www.gllm.ac.uk/cy/jobs>

<b>Dealltwriaeth o'r Gymraeg</b>	Mynediad	Cyfweliad
<b>Yn siarad Cymraeg</b>	Mynediad	Cyfweliad
<b>Llythrennedd Cymraeg</b>	Mynediad	Cyfweliad

**Noder os gwelwch yn dda** - fe roddir ystyriaeth i ymgeiswyr sy'n nodi eu bod o fewn 1 lefel i fodloni'r gofyniad sgiliau Cymraeg gofynnol ar gyfer y swydd ar yr amod y byddai unrhyw gynnig o gyflogaeth yn cynnwys cytundeb cytundebol i ddatblygu eu Sgiliau Cymraeg.

### Gofynion Gorfodol

Mae'r Grŵp wedi ymrwymo i ddiogelu ac amddiffyn lechyd a Lles plant, pobl ifanc ac oedolion agored i niwed. Yn unol â Deddf Adsefydlu Troseddwy'r 1974, bydd gofyn i unigolion gael gwiriad manwl gan y Gwasanaeth Datgelu a Gwahardd i gadarnhau eu bod yn addas i weithio mewn amgylchedd addysgol. Bydd tystysgrifau GDG trwy wasanaeth diweddarau'r GDG yn cael eu derbyn yn unol â'r canllawiau a geir yn - <https://www.gov.uk/dbs-update-service>.

O dan adran 8 Deddf Mewnfudo a Lloches 1986, mae'n ofyniad cyfreithiol ar unigolion i ddarparu tystiolaeth ddogfennol sy'n cadarnhau bod ganddynt hawl i weithio yn y Deyrnas Unedig.

### Crynodeb o'r Telerau a'r Amodau

<b>Oriau Gwaith</b>	27.5 awr yr wythnos
<b>Wythnos Waith</b>	38 o wythnosau'r flwyddyn

<b>Gwyliau Blynyddol</b>	<ul style="list-style-type: none"> <li>● 28 diwrnod y flwyddyn, yn codi i 32 diwrnod ar ôl pum mlynedd lawn o wasanaeth di-dor (01 Medi i 31 Awst).</li> <li>● Yr holl wyliau cyhoeddus arferol, i'w pennu'n flynyddol.</li> <li>● Hyd at 5 diwrnod effeithlonrwydd / diwrnod y trefnwyd i'r safle fod ar gau bob blwyddyn, i'w pennu'n flynyddol.</li> <li>● Bydd gan y rhai ar gontractau Rhan-amser hawl pro rata i'r hyn a nodir uchod.</li> <li>● Bydd gan y rhai ar gontractau Amser Tymor hawl pro rata i'r hyn a nodir uchod a delir fel rhan o'r cyflog blynyddol.</li> </ul>
<b>Pensiwn</b>	Cynllun Pensiwn Llywodraeth Leol ( <a href="https://www.lgpsmember.org/">https://www.lgpsmember.org/</a> )
<b>Teithio</b>	<p>Caiff y trefniadau ar gyfer ad-dalu treuliau i aelodau staff sy'n mynd i gostau ychwanegol wrth wneud gwaith swyddogol i Grŵp Llandrillo Menai eu hegluro yn y Polisi Teithio, Cynhaliaeth ac Adleoli.</p> <p>Yn dilyn eu penodiad, bydd gofyn i ymgeiswyr llwyddiannus gwblhau Ffurflen Asesu Gyrwyr ar gyfer Sgrinio Iechyd (os yw'n berthnasol). I gadarnhau bod ganddynt yswiriant at "Ddibenion Busnes", mae'n rhaid i bob gweithiwr sy'n hawlio treuliau am ddefnyddio eu ceir personol gyflwyno copïau o'u tystysgrifau yswiriant i Adran Gyllid y Grŵp bob blwyddyn.</p>
<b>Sgrinio Iechyd</b>	Bydd gofyn i ymgeiswyr llwyddiannus gwblhau holiadur iechyd ac efallai y bydd gofyn iddynt gael archwiliad meddygol.

<b>Job description: Catering Assistant (x2 vacancies)</b>			
<b>Programme area / Department</b>	Catering		
<b>Main site</b>	Rhyl		
<b>Salary</b>	£14,955.96 per annum Grade 2, Fixed Point 14		
<b>Contract type</b>	Permanent		
<b>Contract terms</b>	Term Time (27.5 hours per week, 38 weeks per year)		
<b>Reporting to</b>	Head of Commercial Catering		
<b>Job purpose</b>			
To assist with the preparation, presentation and sale of food and beverages in refectory or coffee shop units on Grŵp Llandrillo Menai sites. Clearing and cleaning of the kitchen and associated eating areas to the standards required by the management is also expected. Compliance with all Health, Safety, HACCP, Food Safety and other legal requirements is essential.			
<b>Main duties and responsibilities</b>			
<ol style="list-style-type: none"> <li>1. To assist in the preparation of food and offerings.</li> <li>2. To serve meals, deli bar, snacks and beverages from all service points, including branded coffee outlets, to the standards required by management.</li> <li>3. To complete company documents required.</li> <li>4. To deal with customers at all times in a friendly and helpful manner.</li> <li>5. To clear tables and empty waste bins as required in the associated eating areas.</li> <li>6. To undertake cleaning duties of catering equipment, walls, floors, fixtures and fittings.</li> <li>7. To carry out wash up operations including cooking utensils, plates, dishes and pans.</li> <li>8. To re-stock counters and service points, as necessary.</li> <li>9. Adhere to college policies and procedures at all times, particularly for Health &amp; Safety, Food Safety, Security and Student Safeguarding</li> <li>10. Operate Cash Tills and implement the college cash security policy</li> <li>11. Responsible for the daily operation of the Vending Machines and Display / Storage Cabinets, restock, rotate stock, check dates, check pricing, clean and report vending machine faults.</li> <li>12. Provide a high standard of a Barista style service in line with brand standards (following appropriate training).</li> <li>13. Carry out any reasonable request from management</li> </ol> <p><b>OCCASIONAL DUTIES:</b></p> <ol style="list-style-type: none"> <li>1. To assist with provision of Catering Services for special college events, as required and instructed by the management.</li> <li>2. To report to the appropriate Line manager any customer complaints or compliments.</li> <li>3. To report to the appropriate Line manager immediately any accidents, fires, thefts, losses, damage, unfit food, inappropriate practices or any other irregularities.</li> <li>4. To complete any training that may be necessary.</li> <li>5. To attend staff meetings as necessary.</li> </ol> <p><b>FOOD SAFETY AND FOOD CONTROL.</b></p> <ol style="list-style-type: none"> <li>1. Ensure compliance with guidelines for the preparation, display and storage of food whilst also ensuring current food, allergens and health and safety legislation is followed.</li> <li>2. Ensure compliance and monitor temperature controls of foods to be sold.</li> <li>3. Visually monitor all foods on display or being served for correct identification, quality, size, weight, portion size and price.</li> <li>4. Report any deficiencies to the appropriate Line manager as soon as an issue is noted.</li> <li>5. To adhere to high standards of personal hygiene. In accordance with Food Standards Agency guidance.</li> </ol>			
<b>Person specification</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment method</b>

<b>Qualifications</b>			
<p><b>ESSENTIAL TO APPLY FOR ROLE</b> None</p> <p><b>REQUIRED WITHIN AGREED TIMESCALE OF STARTING ROLE</b> To undertake as needed any qualifications that are mandatory from a food/health and safety legislative perspective or highlighted as part of the appraisal system. For example: -</p> <ul style="list-style-type: none"> <li>• Food Safety Level 2 qualification to be completed within agreed timescale.</li> <li>• Allergen awareness to be completed within agreed timescale.</li> <li>• Health &amp; Safety</li> <li>• Safeguarding &amp; Prevent</li> </ul> <p>To participate in CPD (Continual Professional Development) during any one year as identified at an annual appraisal or during the year as and when required to do so.</p>	X		Application form / Interview
<p>Full Driving Licence First Aid qualification Food Safety Level 2 qualification Allergen Awareness Level 2 qualification</p>		X	Application form / Interview
<b>Knowledge and experience</b>			
Experience in a catering environment	X		Application form / Interview
Experience in a busy catering environment		X	Application form / Interview
<b>Skills and attributes</b>			
<p>Good oral and interpersonal skills Ability to work independently Good organisational skills. Ability to work to tight deadlines To work independently and/or part of a team. Practical Catering Skills</p>	X		Application form / Interview
The ability to communicate through the medium of Welsh and English		X	Application form / Interview

Competent user of IT packages / tills			
<b>Additional requirements</b>			
Ability to work within professional boundaries An enthusiastic team member Commitment to further and continuous personal and professional development Be able to cope in a busy environment Be reliable and trustworthy. The ability to work with a large team. Flexible approach to working hours Able to cater for customers in an efficient, polite and professional manner	X		Application form / Interview
Experience of handling cash transactions The ability to work with a large team catering for young people / students.		X	Application form / Interview
Good appreciation of safety legislation (Hygiene, manual handling, COSHH)	x		Application form / Interview
Hospitality and catering qualifications or willing to attain		x	Application form / Interview
<b>Welsh language skills</b>			
Full details of the Welsh skill levels can be found at: <a href="https://www.gllm.ac.uk/jobs">https://www.gllm.ac.uk/jobs</a>			
<b>Welsh Understanding</b>	Entry		Interview
<b>Welsh Speaking</b>	Entry		Interview
<b>Welsh Literacy</b>	Entry		Interview
<b>Please note:</b> consideration will be given to applicants who indicate that they are within 1 level of meeting the required Welsh skills requirement for the post on the proviso that any offer of employment would include a contractual agreement to develop their Welsh Skills.			
<b>Mandatory requirements</b>			
The Grŵp is committed to Safeguarding and protecting the Health and Welfare of children, young people and vulnerable adults. Individuals will be required to complete an Enhanced Disclosure with the Disclosure and Barring Service in accordance with the Rehabilitation of Offenders Act 1974 to ascertain their			

suitability to work in an educational environment. DBS certificates via the DBS update subscription service will be accepted in accordance with guidance provided - <https://www.gov.uk/dbs-update-service>.

Under section 8 of the Asylum and Immigration Act 1986 individuals are required by law to provide documentary evidence confirming their eligibility to work in the United Kingdom.

#### Summary of the terms and conditions

<b>Working hours</b>	27.5 hours per week
<b>Working weeks</b>	38 weeks per year
<b>Annual leave</b>	<ul style="list-style-type: none"> <li>● 28 days leave per annum, rising to 32 days after 5 full holiday years' continuous service (01 September to 31 August).</li> <li>● All normally observed public holidays, determined annually.</li> <li>● Up to 5 days efficiency closure days per annum, determined annually.</li> <li>● Part Time contracts will receive a pro rata entitlement to the above.</li> <li>● Term Time contracts will receive a pro rata entitlement to the above paid as part of annual salary.</li> </ul>
<b>Pension</b>	Local Government Pension Scheme ( <a href="https://www.lgpsmember.org/">https://www.lgpsmember.org/</a> )
<b>Travel</b>	<p>Arrangements to reimburse employees who incur additional expense whilst carrying out their official duties on behalf of the Grŵp is outlined in the Travel, Subsistence and Relocation policy.</p> <p>Successful applicants will be required to complete a Drivers Assessment Form for Health screening upon appointment (if applicable). Copies of insurance certificates must be provided to the Grŵp Finance department on an annual basis by all employees claiming mileage expenses for using their own car to confirm that "Business Use" insurance is in place.</p>
<b>Health screening</b>	Successful applicants will be required to complete a health questionnaire and may be asked to attend a medical.