

Swydd Ddisgrifiad: Prif Gynorthwydd Arlwy	
Maes Rhaglen / Adran	Arlwy
Prif Safle	Rhyl
Cyflog	£10,891.91 y flwyddyn Gradd 2, Pwynt Sefydlog 15
Y Math o Contract	Parhaol
Telerau'r Contract	Amser Tymor
Yn atebol i	Rheolwr y Gwasanaethau Arlwy (RhGA)
Pwrpas y Swydd	
<p>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. Gallu gwneud holl ddyletswyddau cynorthwydd arlwy yn ogystal ag ymgymryd â dyletswyddau a chyfrifoldebau ychwanegol sy'n ymwneud â gwirio maint dognau, labelu alergenau a chynnyrch, dyletswyddau ychwanegol wrth y til a rhoi cyngor ac arweiniad cyffredinol i'r cynorthwywyr arlwy.</p>	
Prif Ddyletswyddau a Chyfrifoldebau	
<p>Dyletswyddau Prif Gynorthwydd Arlwy:</p> <ol style="list-style-type: none"> 1. Cynnig cyngor a chefnogaeth i Gynorthwywyr Arlwy drwy chwarae rhan weithredol o ran rheoli gwelliannau a chynnal safon. 2. Cynorthwyo i drefnu bod nwyddau'n cael eu danfon i'r safle. 3. Defnyddio tiliau arian a gweithredu polisi diogelu arian y coleg. Gwneud gwaith ar lefel "Goruchwyliwr Tiliau" yn ôl y galw. 4. Goruchwylio a monitro'r Cynorthwywyr Arlwy mewn perthynas â gweini bwyd sydd wedi'i ddogni'n gywir. 5. Cyfarwyddo a monitro Cynorthwywyr Arlwy mewn perthynas â rheoli alergenau, labelu'n briodol a monitro newidiadau i gynhwysion. <p>Dyletswyddau Cynorthwydd Arlwy:</p> <ol style="list-style-type: none"> 1. Cynorthwyo i baratoi bwyd ac ati. 2. Gweini pryddau, eitemau i'r bar deli, byrbryddau a diodydd o'r holl bwyntiau gwasanaeth, yn cynnwys yr unedau coffi brand, yn unol â'r safonau sy'n ofynnol gan y rheolwyr. 3. Cwblhau'r dogfennau sy'n ofynnol gan y cwmni. 4. Ymdrin â chwsmeriaid mewn modd cyfeillgar a chymwynasgar bob amser. 5. Clirio byrddau a gwagio biniau'n ôl y galw yn y manau bwyta. 6. Ymgymryd â dyletswyddau glanhau offer arlwy, waliau, lloriau, cadeiriau, byrddau ac ati. 7. Golchi llestri, yn cynnwys cyfarpar coginio, platiau, powlenni a sosbenni. 8. Ailstocio cownteri a phwyntiau gwasanaeth, yn ôl y galw. 9. Cadw at bolisiau a gweithdrefnau'r coleg bob amser, yn enwedig wrth ymwneud ag Iechyd a Diogelwch, Diogelwch Bwyd a Diogelwch Myfyrwyr 10. Defnyddio Tiliau Arian a gweithredu polisi diogelu arian y coleg 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. 12. Darparu gwasanaeth Barista o safon uchel yn unol â gofynion y brand (ar ôl cael hyfforddiant priodol). 13. Cyflawni unrhyw beth rhesymol ar gais y rheolwyr <p>DYLETSWYDDAU ACHLYSUROL:</p> <ol style="list-style-type: none"> 1. Cynorthwyo i ddarparu Gwasanaethau Arlwy ar gyfer digwyddiadau arbennig yn y coleg, fel sy'n ofynnol gan y rheolwyr. 2. Rhoi gwybod i'r RhGA am unrhyw gwynion neu ganmoliaeth gan gwsmeriaid. 	

3. Rhoi gwybod i'r RhGA yn syth am unrhyw ddamweiniau, tanau, achosion o ddwyn, colledion, difrod, bwyd anaddas, arferion amhriodol neu unrhyw broblemau eraill.
4. Cwblhau unrhyw hyfforddiant a all fod yn angenrheidiol.
5. Mynychu cyfarfodydd staff yn ôl y galw.

DIOGELWCH BWYD A RHEOLI BWYD:

1. Sicrhau y cydymffurfir â'r canllawiau cywir ar gyfer paratoi, arddangos a storio bwyd gan sicrhau hefyd bod y ddeddfwriaeth gyfredol mewn perthynas â bwyd, alergenau ac iechyd a diogelwch yn cael ei dilyn.
2. Sicrhau y cydymffurfir â rheolyddion sy'n ymwneud â monitro tymheredd bwyd sydd i'w werthu.
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 dogneau a'u prisiau
4. Monitro a chywiro unrhyw ddiffygion cyn gynted ag y nodir unrhyw broblem a rhoi gwybod i'r RhGA os yw'n briodol.
5. Cadw safonau hylendid personol uchel, yn unol â chanllawiau'r Asiantaeth Safonau Bwyd.

Manyleb Deiliad y Swydd	Hanfodol	Dymunol	Dull Asesu
Cymwysterau			
<p>YN HANFODOL I WNEUD CAIS AM Y SWYDD Cymhwyster Diogelwch Bwyd Lefel 2</p> <p>YN OFYNNOL O FEWN CYFNOD PENODOL I DDECHRAU YN Y SWYDD 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. Er enghraifft: -</p> <ul style="list-style-type: none"> ● Cymhwyster Diogelwch Bwyd Lefel 2 i'w gwblhau o fewn cyfnod y cytunwyd arno. ● Cymhwyster Ymwybyddiaeth o Alergenau Lefel 2 i'w gwblhau o fewn cyfnod y cytunwyd arno. <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
Gwybodaeth a Phrofiad			
Profiad o weithio mewn amgylchedd arlwy	X		Ffurflen Gais / Cyfweliad

Profiad o weithio mewn amgylchedd arlwyo prysur Profiad o oruchwylio staff arlwyo.		X	Ffurflen Gais / Cyfweliad
Sgiliau a Phriodweddau			
Sgiliau llafar a rhyngpersonol da Gallu gweithio'n annibynnol Sgiliau trefnu da Y gallu i weithio i amserlenni tynn Y gallu i weithio'n annibynnol ac mewn tîm Sgiliau Arlwyo Ymarferol	X		Ffurflen Gais / Cyfweliad
Y gallu i gyfathrebu drwy gyfrwng y Gymraeg a'r Saesneg Y gallu i ddefnyddio pecynnau TG / tiliau'n fedrus		X	Ffurflen Gais / Cyfweliad
Gofynion Ychwanegol			
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 arlwyo 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			
Dealltwriaeth o'r Gymraeg	Canolradd		Cyfweliad
Yn siarad Cymraeg	Canolradd		Cyfweliad
Llythrennedd Cymraeg	Sylfaen		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 ymrwmo i ddiogelu ac amddiffyn Iechyd a Lles plant, pobl ifanc ac oedolion agored i niwed. Yn unol â Deddf Adsefydlu Troseddwyr 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

Oriau Gwaith	20 awr yr wythnos
Wythnos Waith	38 o wythnosau'r flwyddyn
Gwyliau Blynyddol	<ul style="list-style-type: none"> • 28 diwrnod y flwyddyn, yn codi i 32 diwrnod ar ôl pum mlynedd lawn o wasanaeth di-dor (01 Medi i 31 Awst). • Yr holl wyliau cyhoeddus arferol, i'w pennu'n flynyddol. • Hyd at 5 diwrnod effeithlonrwydd / diwrnod y trefnwyd i'r safle fod ar gau bob blwyddyn, i'w pennu'n flynyddol. • Bydd gan y rhai ar gontractau Rhan-amser hawl pro rata i'r hyn a nodir uchod. • 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.
Pensiwn	Cynllun Pensiwn Llywodraeth Leol (https://www.lgpsmember.org/)
Teithio	<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, Cynhaliath 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>
Sgrinio Iechyd	Bydd gofyn i ymgeiswyr llwyddiannus gwblhau holiadur iechyd ac efallai y bydd gofyn iddynt gael archwiliad meddygol.

Job description: Lead Catering Assistant	
Programme area / Department	Catering
Main site	Rhyl
Salary	£10,891.91 per annum Grade 2, Fixed Point 15
Contract type	Permanent
Contract terms	Term Time
Reporting to	Catering Services Manager (CSM)
Job purpose	
<p>To assist with the preparation, presentation and sale of food and beverages in refectory or coffee shop units on Grŵp 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.</p> <p>To be able to complete all of the duties of a Catering Assistant but in addition undertake additional duties and responsibilities, relating to checking of portion control, allergen and product labelling, additional till duties and overall advice and guidance to the Catering Assistants.</p>	
Main duties and responsibilities	
<p>Lead Catering Assistant Duties:</p> <ol style="list-style-type: none"> 1. To offer advice and support to Catering Assistants by taking an active role in managing improvements and maintaining quality. 2. To assist with the delivery of goods to site. 3. Operating cash tills and implementing the college cash security policy. Undertake role of Till “Supervisor” level as required. 4. To oversee and monitor Catering Assistants with respect to serving appropriate food portion sizes. 5. To instruct and monitor Catering Assistants with respect to allergen controls, appropriate labelling and monitoring of changes to ingredients. <p>Catering Assistant Duties:</p> <ol style="list-style-type: none"> 1. To assist in the preparation of food and offerings. 2. To serve meals, deli bar, snacks and beverages from all service points, including branded coffee outlets, to the standards required by management. 3. To complete company documents required. 4. To deal with customers at all times in a friendly and helpful manner. 5. To clear tables and empty waste bins as required in the associated eating areas. 6. To undertake cleaning duties of catering equipment, walls, floors, fixtures and fittings. 7. To carry out wash up operations including cooking utensils, plates, dishes and pans. 8. To re-stock counters and service points, as necessary. 9. Adhere to college policies and procedures at all times, particularly for Health & Safety, Food Safety, Security and Student Safeguarding 10. Operate Cash Tills and implement the college cash security policy 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. 12. Provide a high standard of a Barista style service in line with brand standards (following appropriate training). 13. Carry out any reasonable request from management <p>OCCASIONAL DUTIES:</p>	

1. To assist with providing Catering Services for special college events, as required and instructed by the management.
2. To report to the CSM any customer complaints or compliments.
3. To report to the CSM immediately any accidents, fires, thefts, losses, damage, unfit food, inappropriate practices or any other irregularities.
4. To complete any training that may be necessary.
5. To attend staff meetings as necessary.

FOOD SAFETY AND FOOD CONTROL:

1. Ensure compliance and correct guidelines for the preparation, display and storage of food whilst also ensuring current food, allergens and health and safety legislation is followed.
2. Ensure compliance and monitor temperature controls of foods to be sold.
3. Visually monitor all foods on display or being served for correct identification, quality, size, weight, portion size and price.
4. Monitor and correct any deficiencies as soon as an issue is noted and alert the CSM if appropriate.
5. To adhere to high standards of personal hygiene. In accordance with Food Standards Agency guidance.

Person specification	Essential	Desirable	Assessment method
Qualifications			
<p>ESSENTIAL TO APPLY FOR ROLE Food Safety Level 2 qualification</p> <p>REQUIRED WITHIN AGREED TIMESCALE OF STARTING ROLE 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"> ● Food Safety Level 2 qualification to be completed within agreed timescale. ● Allergen Awareness Level 2 qualification to be completed within agreed timescale. <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 3 Qualification HACCP Level 2 qualification</p>		X	Application form / Interview

Allergen Awareness Level 2 qualification			
Knowledge and experience			
Experience in a catering environment	X		Application form / Interview
Experience in a busy catering environment. Experience of working in a supervisory level within catering.		X	Application form / Interview
Skills and attributes			
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	X		Application form / Interview
The ability to communicate through the medium of Welsh and English Competent user of IT packages / tills		X	Application form / Interview
Additional requirements			
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
Welsh language skills			
Full details of the Welsh skill levels can be found at: https://www.gllm.ac.uk/jobs			
Welsh Understanding	Intermediate		Interview

Welsh Speaking	Intermediate	Interview
Welsh Literacy	Foundation	Interview

Please note: 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.

Mandatory requirements

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

Working hours	20 hours per week
Working weeks	38 weeks per year
Annual leave	<ul style="list-style-type: none"> • 28 days leave per annum, rising to 32 days after 5 full holiday years' continuous service (01 September to 31 August). • All normally observed public holidays, determined annually. • Up to 5 days efficiency closure days per annum, determined annually. • Part Time contracts will receive a pro rata entitlement to the above. • Term Time contracts will receive a pro rata entitlement to the above paid as part of annual salary.
Pension	Local Government Pension Scheme (https://www.lgpsmember.org/)
Travel	<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>
Health screening	<p>Successful applicants will be required to complete a health questionnaire and may be asked to attend a medical.</p> <p>This post is subject of the following health screening: (delete)</p>