

Swydd Ddisgrifiad: Cynorthwy-ydd Arlwyyo	
Maes Rhaglen / Adran	Diwydiannau Gwasanaethu
Prif Safle	Dolgellau
Cyflog	£14.25 yr awr sy'n cynnwys tâl gwyliau Cymorth Busnes Graddfa 1 Pwynt 14
Y Math o Contract	Dros Dro
Telerau'r Contract	Rhan Amser Tâl fesul yr awr.
Yn atebol i	Rheolwr Maes Rhaglen Diwydiannau Gwasanaethu
Pwrpas y Swydd	
Cynorthwyo i ddarparu gwasanaeth arlwyyo effeithlon o safon uchel sy'n cynnig gwasanaeth cwsmer da ac yn cyd-fynd â gofynion rheoliadau iechyd a diogelwch a hylendid bwyd. Bydd y swydd yma yn yr adran arlwyyo a lletygarwch sydd yn addysgu dysgwyr.	
Prif Ddyletswyddau a Chyfrifoldebau	
<p>Bydd y dyletswyddau penodol yn cynnwys:</p> <ul style="list-style-type: none"> Glanhau, tacluso a diheintio offer cegin, gweithfannau ac arwynebau, manau llonydd, byrddau, biniau gwastraff, manau blaen y tŷ a'r manau bwyta, cyn ac ar ôl pob cyfnod gweini bwyd fel bo'r angen, gan ddefnyddio'r cemegau a'r deunyddiau cywir. Gwagio bagiau big gwastraff a brwsio lloriau yn unol â gofynion HACCP. Cofnodi pob tymheredd oer a phoeth yn unol â gweithdrefnau HACCP Glanhau, ail-lenwi a diogelu peiriannau bwyd blaen y tŷ a'r oergelloedd arddangos. Rhoi gwybod i'r rheolwr llinell am unrhyw beiriannau sydd wedi torri, wedi'u difrodi, neu sy'n beryglus. Delio gyda chwsmeriaid bob amser mewn modd cyfeillgar a chynorthwyl Gweithio fel aelod i dîm, dangos arfer da i ddsygwyr yr adran; arwain trwy esiampl wrth weithio mewn modd prydlon ac o fewn y gofynion amser a ddisgwyllir wrth weithio mewn awyrgylch arwylo brysur. Cynorthwyo i baratoi ar gyfer derbyniadau neu ddigwyddiadau o fewn y coleg. Llenwi bwlch yn lle staff sy'n absennol yn ôl y galw. Glanhau cyllyll a ffyrac a sicrhau bod digon yno bob dydd. Ymateb i geisiadau rhesymol eraill gan y rheolwr llinell. <p>Hylendid Bwyd a Salwch</p> <p>Dylai rhai sy'n trin bwyd gynnal safon uchel o hylendid personol. Mae hyn yn cynnwys:</p> <ul style="list-style-type: none"> Cadw dwylo'n lân bob amser. Dylai pobl sy'n trin bwyd olchi eu dwylo ar ôl bod yn y toiled, pan fyddant yn cyrraedd y gegin, ar ôl bwyta, yfed, trin cemegolion, gwastraff ac ati. Ni ddylid gwisgo gemwaith na phersawr yn y gwaith. Sicrhau bod gwallt yn lân a'u bod yn gwisgo penwisg addas. Gweithredu polisi 'dim ysmegu' yn y gwaith Sicrhau bod briwiau, ewinor, archollion ac ati wedi eu gorchuddio â gorchudd glas sy'n dal dŵr. Peidio â chefnogi arferion glendid gwael fel pigo trwyn, cnoi ewinedd, crafu clustiau ac ati. <p>Cyfarpar Diogelu Personol</p>	

- Rhaid cadw at y cod gwisg bob amser er mwyn sicrhau eich bod yn cyd-fynd â gweithdrefnau diogelwch bwyd, iechyd a diogelwch a gwarchod defnyddwyr. Bydd y cod dillad yn cynnwys gwisg addas, esgidiau call a phenwisg addas fel het neu rywbeth sy'n cyfateb â hynny. Gall peidio cydymffurfio â'r cod gwisg arwain at gamau disgyblu.

Manyleb Deiliad y Swydd	Hanfodol	Dymunol	Dull Asesu
Cymwysterau			
Cymhwyster Diogelwch Bwyd Lefel 2 neu barodrwydd i'w ennill o fewn cyfnod penodol	X		Ffurflen Gais / Cyfweliad
Cymhwyster Ymwybyddiaeth o Alergenau Lefel 2 neu barodrwydd i'w ennill o fewn cyfnod penodol	X		Ffurflen Gais / Cyfweliad
Cymhwyster Cymorth Cyntaf neu barodrwydd i'w ennill o fewn cyfnod penodol	X		Ffurflen Gais / Cyfweliad
Gwybodaeth a Phrofiad			
Profiad o weithio mewn amgylchedd arlwygo	X		Ffurflen Gais / Cyfweliad
Profiad o weithio mewn amgylchedd arlwygo prysur	X		Ffurflen Gais / Cyfweliad
Profiad o ddelio â thrafodion arian parod	X		Ffurflen Gais / Cyfweliad
Dealltwriaeth dda o ddeddfwriaeth diogelwch (hylendid, codi a chario, COSHH)	X		Ffurflen Gais / Cyfweliad
Sgiliau a Phriodweddau			
Yn hyderus ac yn gallu ymdopi â sefyllfaoedd amrywiol	X		Ffurflen Gais / Cyfweliad
Gweithio i safonau proffesiynol a moesegol uchel	X		Ffurflen Gais / Cyfweliad
Y gallu i weithio'n annibynnol ac mewn tîm	X		Ffurflen Gais / Cyfweliad
Gofynion Ychwanegol			
Agwedd hyblyg at oriau gwaith	X		Ffurflen Gais / Cyfweliad
Y gallu i wasanaethu cwsmeriaid mewn modd effeithlon, cwrtais a phroffesiynol	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		Asesiadau ar-lein / Cyfweliad
Yn siarad Cymraeg	Canolradd		Asesiadau ar-lein / Cyfweliad
Llythrennedd Cymraeg	Canolradd		Asesiadau ar-lein / 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 gynrig o gyflogaeth yn cynnwys cytundeb cytundebol i ddatblygu eu Sgiliau Cymraeg.

Gofynion Gorfodol

Yn unol â Rheoliadau Cyngor y Gweithlu Addysg 2015 mae'n ofyniad statudol bod unigolion yn cofrestru â'r Cyngor cyn dechrau gweithio yn y Grŵp.

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 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

Oriau Gwaith	15 awr yr wythnos (Patrwm gwaith i'w gytuno yn ddibynnol ar argaeledd)
Wythnos Waith	Yn ystod tymor yn unig
Gwyliau Blynyddol	Bydd hawl i wyliau â thâl pro rata ym mhob blwyddyn academiaidd (1 Medi i 31 Awst), sy'n cynnwys hawl pro-rata i 8 Gŵyl Banc a Gwyliau Cyhoeddus a welir fel arfer yng Nghymru a hawl pro-rata o hyd at 5 o wyliau effeithlonrwydd (sylwer y gall hyn newid yn flynyddol). Mae gwyliau blynyddol yn deillio o hawl pro rata cyfwerth ag amser llawn o 28 diwrnod sydd wedi'i gynnwys yn y gyfradd fesul awr a delir.
Pensiwn	Cynllun Pensiwn Llywodraeth Leol (https://www.lgpsmember.org/)
Teithio	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. 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.
Sgrinio Iechyd	Bydd gofyn i ymgeiswyr llwyddiannus gwblhau holiadur iechyd ac efallai y bydd gofyn iddynt gael archwiliad meddygol.

Job description: Catering Assistant	
Programme area / Department	Service Industries
Main site	Dolgellau
Salary	£14.25 per hour inclusive of holiday pay Business Support Scale 1 Points 14
Contract type	Temporary
Contract terms	Part time hourly paid.
Reporting to	Service Industries Programme Area Manager
Job purpose	
To assist in the delivery of a high quality, efficient catering service which offers good customer service and complies with health, safety and hygiene regulations. This role is in the Catering and Hospitality department and involves working with college learners.	
Main duties and responsibilities	
<p>Specific duties will include:</p> <ul style="list-style-type: none"> • Before and after service, clean, tidy and sanitise kitchen equipment, utensils, work stations and surfaces, still areas, tables and waste bins, including front of house and dining areas as required, using the correct chemicals and materials • Empty waste bin bags and sweep floors in accordance with HACCP requirements • Take part in the recording of all hot and cold temperatures in accordance with HACCP procedures • Notify line manager of any breakages, faults, damage or hazardous machinery. • Promote customer service by dealing with customers in a polite and helpful manner • Work as part of a team including showing good practice to new staff members and learners ; lead by example by working in a timely fashion and within the time constraints required in a busy catering working environment • Assist with the setting up of any functions and hospitality within the college • Provide cover for absent staff members when required. • Clean crockery and cutlery replenishing for daily use. • Any other duties as reasonably requested by line managers. <p>Food Hygiene and Illness</p> <p>Food handlers must maintain high standards of personal hygiene. This includes:</p> <ul style="list-style-type: none"> • Keeping hands clean at all times. Food handlers should wash their hands after going to the toilet, on entering the kitchen, after eating, drinking, handling chemicals, waste etc. • Not wearing jewellery or perfume to work • Ensuring that hair is clean and that suitable head covering be worn • Enforcing a no smoking policy at work • Ensuring that wounds, whitlows, cuts etc are covered by blue waterproof dressings • Discouraging poor hygiene practices such as nose picking, finger biting, ear scratching etc. <p>PPE</p> <ul style="list-style-type: none"> • Adherence with the designated code of dress will be required at all times in order to ensure full compliance with the food safety, health and safety and consumer protection legislation. The dress code will include suitable uniform clothing, sensible shoes and appropriate head protection 	

such as a hat or equivalent. Failure to adhere to dress code may lead to disciplinary action.			
Person specification	Essential	Desirable	Assessment method
Qualifications			
Food Safety Level 2 qualification or willingness to achieve within agreed period	X		Application form / Interview
Allergen awareness Level 2 qualification or willingness to achieve within agreed period	X		Application form / Interview
First Aid qualification or willingness to achieve within agreed period	X		Application form / Interview
Knowledge and experience			
Experience in a catering environment	X		Application form / Interview
Experience in a busy catering environment	X		Application form / Interview
Experience of handling cash transactions	X		Application form / Interview
Good appreciation of safety legislation (Hygiene, manual handling, COSHH)	X		Application form / Interview
Skills and attributes			
Confident and able to cope in a range of situations	X		Application form / Interview
Working to high professional and ethical standards	X		Application form / Interview
Ability to work independently and as part of a team	X		Application form / Interview
Additional requirements			
Flexible approach to working hours	X		Application form / Interview
Able to cater for customers in an efficient, polite and professional manner	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		On-line assessment / Interview
Welsh Speaking	Intermediate		On-line assessment / Interview
Welsh Literacy	Intermediate		On-line assessment / 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			

In accordance with the Education Workforce Council (EWC) Regulations 2015 it is a statutory requirement that individuals register with the EWC prior to commencing employment with the Grŵp.

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	15 hours per week (Work pattern to be agreed dependant on availability)
Working weeks	During term time only
Annual leave	There will be an entitlement to pro rata paid holiday in each academic year (1st September to 31st August), which includes pro-rata entitlement of 8 Bank and Public Holidays normally observed in Wales and a pro-rata entitlement of up to 5 efficiency days (please note this can change annually). Annual leave is derived from a pro rata full time equivalent entitlement of 28 days which is included in the hourly rate paid.
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	Successful applicants will be required to complete a health questionnaire and may be asked to attend a medical.