

Swydd Ddisgrifiad: Pennaeth Arlwyo Masnachol	
Maes Rhaglen / Adran	Arlwyo Masnachol
Prif Safle	Llandrillo-yn-Rhos (ond bydd angen teithio'n rheolaidd i safleoedd eraill)
Cyflog	£47,696.58 y flwyddyn Rheolwr Graddfa 1 - 3 Pwynt 1
Y Math o Gontract	Parhaol
Telerau'r Contract	Llawn Amser
Yn atebol i	Cyfarwyddwr Gweithredol, Gwasanaethau Corfforaethol
Pwrpas y Swydd	
<p>Goruchwylio gweithrediadau arlwyo masnachol y Grŵp, gan ddarparu arlwyo bwyd o safon uchel, fforddiadwy a chyson, sy'n cydymffurfio â'r holl gyfreithiau, deddfwriaethau, safonau, a pholisïau bwyd perthnasol, ar draws y Grŵp lle darperir arlwyo ar sail fasnachol.</p> <p>Gweithio'n agos gyda'r darparwyr arlwyo allanol ar draws y safleoedd hynny lle mae gwasanaeth yn cael ei roi ar gontract allanol er mwyn codi safonau a gwella perfformiad, gan ddarparu'r gwerth gorau am arian.</p>	
Prif Ddyletswyddau a Chyfrifoldebau	
<ol style="list-style-type: none"> 1. Arwain, ysbrydoli a chefnogi tîm o staff dros amrywiaeth o safleoedd y Grŵp i gyflawni safonau uchel yn gyson, gan gynnwys gwerthusiadau blynyddol, recriwtio a rheoli staff; 2. Meithrin perthnasoedd a dulliau cyfathrebu cadarnhaol a chredadwy gyda rhanddeiliaid allweddol (gan gynnwys cwsmeriaid a staff); 3. Cynnal y lefelau uchaf o gydymffurfiaeth â'r gofynion Iechyd a Diogelwch, HACCP, Diogelwch Bwyd a safonau hylendid; 4. Sicrhau bod damweiniau, digwyddiadau a chwynion yn cael eu coladu, eu cofnodi a gweithredu arnynt mewn modd amserol ac effeithlon; 5. Datblygu bwydlenni o safon gyson, sy'n iach, yn faethlon ac yn amrywiol, i ddiwallu ystod eang o anghenion cwsmeriaid; 6. Rheoli cyllidebau gweithredu mewnol yr adran, gan gynnwys staffio, gan sicrhau bod gweithrediadau arlwyo yn rhedeg yn effeithlon ac yn effeithiol; 7. Creu a gweithredu trefn adborth yn rheolaidd er mwyn i gwsmeriaid ysgogi gwelliant parhaus; 8. Gweithio gyda thîm marchnata mewnol y Grŵp i greu "brand" mewnol a chodi proffil yr adran; 9. Datblygu a sicrhau bod safonau cyflwyno blaen tŷ yn cael eu cynnal, gan sicrhau bod arwyddion yn cydymffurfio â safonau'r Gymraeg; 10. Nodi a chynnig meysydd i'w gwella e.e. systemau ac offer; 11. Rheoli'r gadwyn gyflenwi a thrafod a dod o hyd i gaffael gwerth am arian, gan gyrchu cynhwysion lleol da; 12. Goruchwylio rheolaeth y lefelau stoc ac archebu cyflenwadau; 	

13. Rheoli'r berthynas â'r darparwr arlwygo allanol, gan rannu arferion gorau a monitro perfformiad yn erbyn DPA y contractau;
14. Cynnal lefelau staffio a datblygu'r sgiliau staff sydd eu hangen, datblygu cynllun ar gyfer dilyniant mewnol a chynllunio olyniaeth;
15. Cadeirio Grŵp Rheoli Diogelwch Bwyd mewnol y Grŵp;
16. Cwblhau archwiliadau mewnol trwy gydol y flwyddyn ac adrodd ar ganfyddiadau, gan wneud argymhellion ar gyfer meysydd nad ydynt yn cydymffurfio neu welliannau;
17. Datblygu cyfres o DPAAu priodol a fydd yn arwain at wella ansawdd a monitro cynnydd yn eu herbyn;
18. Bydd gofyn teithio'n rheolaidd ar draws safleoedd y Grŵp;
19. Ymrwymiad i'w sgiliau a gwybodaeth broffesiynol a thechnegol eu hunain;
20. Unrhyw waith arall sy'n gymesur â graddfa gyflog, sgiliau a galluoedd deiliad y swydd;
21. Dylid nodi bod y Swydd Ddisgrifiad hwn yn cynnwys crynodeb o brif ddyletswyddau a chyfrifoldebau'r swydd a bydd yn cael ei adolygu'n rheolaidd. Gall hyn arwain at newidiadau yn sgil gofynion gweithredol y Grŵp.

Manyleb Deiliad y Swydd	Hanfodol	Dymunol	Dull Asesu
Cymwysterau			
Tystysgrif Lefel 2 mewn hylendid bwyd a/neu iechyd a diogelwch	X		Ffurflen Gais
Addysg Rhifedd a Llythrennedd hyd at Lefel 2	X		Ffurflen Gais
Lefel 4 mewn Rheolaeth Lletygarwch		X	Ffurflen Gais
HACCP Lefel 2		X	Ffurflen Gais
Hyfforddiant alergenau Lefel 2		X	Ffurflen Gais
IOSH Rheoli Iechyd a Diogelwch		X	Ffurflen Gais
COSHH (Rheoliadau Rheoli Sylweddau Peryglus i Iechyd)		X	Ffurflen Gais
Cymhwyster ym maes rheoli		X	Ffurflen Gais
Gwybodaeth a Phrofiad			
Profiad o reoli timau staffio mawr	X		Ffurflen Gais / Cyfweliad
O leiaf 5 mlynedd yn y diwydiant arlwygo	X		Ffurflen Gais
Profiad o reoli sefydliadau arlwygo mawr, aml-safle		X	Ffurflen Gais / Cyfweliad
Profiad o reoli cyllidebau	X		Ffurflen Gais / Cyfweliad
Sgiliau a Phriodweddau			
Sgiliau cyfathrebu ac ymwneud â phobl cryf	X		Ffurflen Gais / Cyfweliad
Y gallu i arwain ac ysgogi staff	X		Ffurflen Gais / Cyfweliad
Y gallu i weithio o'ch pen a'ch pastwn eich hun	X		Ffurflen Gais / Cyfweliad
Y gallu i weithio o dan bwysau	X		Ffurflen Gais / Cyfweliad

Agwedd drefnus at waith	X		Ffurflen Gais / Cyfweliad
Gofynion Ychwanegol			
Y gallu i deithio'n unol â gofynion y swydd	X		Ffurflen Gais
Sgiliau Cymraeg			
Ceir manylion llawn am lefelau sgiliau Cymraeg yn: https://www.gllm.ac.uk/cy/jobs			
Dealltwriaeth o'r Gymraeg	Cwrteisi Ieithyddol		Cyfweliad
Yn siarad Cymraeg	Mynediad		Cyfweliad
Llythrennedd Cymraeg	Mynediad		Cyfweliad
<p>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.</p>			
Gofynion Gorfodol			
<p>Mae'r Grŵp wedi ymrwymo 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.</p> <p>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.</p>			
Crynodeb o'r Telerau a'r Amodau			
Oriau Gwaith	37 awr yr wythnos		
Wythnos Waith	52 o wythnosau'r flwyddyn		
Gwyliau Blynyddol	<ul style="list-style-type: none"> • 37 diwrnod y flwyddyn (01 Medi i 31 Awst). • Yr holl wyliau cyhoeddus arferol, i'w pennu'n flynyddol. • Hyd at 5 diwrnod effeithlonrwydd bob blwyddyn, i'w pennu'n flynyddol. <p>Bydd gan y rhai ar gcontractau rhan-amser hawl pro rata i'r hyn a nodir uchod.</p>		
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	<p>Bydd gofyn i ymgeiswyr llwyddiannus gwblhau holiadur iechyd ac efallai y bydd gofyn iddynt gael archwiliad meddygol.</p> <p>Rhaid cael y sgriniadau iechyd a ganlyn ar gyfer y swydd hon:</p> <ul style="list-style-type: none"> • Croen 		

Job description: Head of Commercial Catering	
Programme area / Department	Commercial Catering
Main site	Rhos on Sea (but regular travel to other sites will be required)
Salary	£47,696.58 per annum Manager Scale 1 -3 Point 1
Contract type	Permanent
Contract terms	Full Time
Reporting to	Executive Director, Corporate Services
Job purpose	
<p>Oversee the commercial catering operations for the Grŵp, providing a high quality, affordable, consistent standard of catering food which conforms to all applicable food law, legislation, standards, compliance and policies across the Grŵp where catering is delivered on a commercial basis.</p> <p>Work closely with the external catering providers across those sites where service is outsourced to drive standards upwards and improve performance, providing best value for money.</p>	
Main duties and responsibilities	
<ol style="list-style-type: none"> 1. Lead, inspire and support a team of direct reports across a range of Grŵp sites to deliver consistently high standards, to include annual appraisals, recruitment and management of staff; 2. Build positive and credible relationships and communication methods with key stakeholders (including customers and staff); 3. Maintain the highest levels of compliance for health and safety, HACCP, food safety and hygiene standards; 4. Ensure accidents, incidents and complaints are collated, recorded and acted upon in a timely and efficient manner; 5. Develop consistent standards of menus that are healthy, nutritious and varied, to meet a wide range of customer need; 6. Manage the in-house operating budgets for the department, including staffing, ensuring catering operations run both efficiently and effectively; 7. Create and regularly instigate feedback mechanisms for customers to drive continuous improvement; 8. Work with the Grŵp's in-house marketing team to create an in-house "brand" and raise the profile of the department; 9. Develop and ensure maintenance of front of house presentation standards, ensuring signage complies with the Welsh Language standards; 10. Identify and propose areas for improvements e.g. systems and equipment; 11. Manage the supply chain and negotiate and source value for money procurement, sourcing good, local ingredients; 12. Oversee management of stock levels and ordering of supplies; 13. Manage the relationship with the external catering provider, sharing best practices and monitoring performance against contract KPIs; 	

14. Maintain staffing levels and develop staff skills required, developing a plan for internal progression and succession planning;
15. Chair the Grŵp's internal Food Safety Management Group;
16. Complete internal audits throughout the year and report finding, making recommendations for areas that are non-compliant or improvements;
17. Develop a suite of appropriate KPIs that will lead to quality improvement and monitor progress against them;
18. Regular travel across the Grŵp sites will be required;
19. Commitment to own professional and technical skills and knowledge;
20. Any other work commensurate with the grade, skills and capabilities of the post and post holder;
21. It should be noted that this Job description provides a summary of the main duties and responsibilities of the post and will be subject to periodic review which may lead to revisions in light of the operational requirements of the Grŵp.

Person specification	Essential	Desirable	Assessment method
Qualifications			
Level 2 Certificate in food hygiene and / or health and safety	X		Application form
Numeracy and Literacy educated to Level 2	X		Application form
Level 4 in Hospitality Management		X	Application form
Level 2 HACCP		X	Application form
Level 2 Allergen training		X	Application form
IOSH Managing Health and Safety		X	Application form
COSHH		X	Application form
Management qualification		X	Application form
Knowledge and experience			
Experience of managing large staffing teams	X		Application form / Interview
Minimum of 5 years in the catering industry	X		Application form
Experience of managing large, multi-site catering establishments		X	Application form / Interview
Experience of managing budgets	X		Application form / Interview
Skills and attributes			
Strong communication and interpersonal skills	X		Application form / Interview
Ability to lead and motivate staff	X		Application form / Interview
Work on your own initiative	X		Application form / Interview
Ability to work under pressure	X		Application form / Interview
Organised approach to work	X		Application form / Interview
Additional requirements			

Able to travel as required to fulfil the requirements of the role	X		Application form
Welsh language skills			
Full details of the Welsh skill levels can be found at: https://www.gllm.ac.uk/jobs			
Welsh Understanding	Linguistic courtesy		Interview
Welsh Speaking	Entry		Interview
Welsh Literacy	Entry		Interview
<p>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.</p>			
Mandatory requirements			
<p>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.</p> <p>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.</p>			
Summary of the terms and conditions			
Working hours	37 hours per week		
Working weeks	52 weeks per year		
Annual leave	<ul style="list-style-type: none"> ● 37 days leave per annum (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. 		
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:</p> <ul style="list-style-type: none"> ● Skin 		