

Swydd Ddisgrifiad: Cynorthwydd Arlwy	
Maes Rhaglen / Adran	Arlwy
Prif Safle	Llandrillo-yn-Rhos
Cyflog	£14,278 y flwyddyn Cefnogi Busnes Gradd 2, Pwynt Sefydlog 14
Y Math o Contract	Parhaol
Telerau'r Contract	Amser Tymor
Yn atebol i	Rheolwr Llinell / Pennaeth Arlwy Masnachol
Pwrpas y Swydd	
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 mannau bwyta i'r safonau sy'n ofynnol gan y rheolwyr. Mae'n hanfodol cydymffurfio â gofynion lechyd a Diogelwch, HACCP, Diogelwch Bwyd a gofynion cyfreithiol eraill.	
Prif Ddyletswyddau a Chyfrifoldebau	
1. Cynorthwyo i baratoi bwyd ac ati. 2. Gweini prydau, eitemau i'r bar deli, byrbrydau a diodydd o'r holl bwyntiau gwasanaeth, yn cynnwys yr unedau coffi, i'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 mannau 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 lechyd a Diogelwch, Diogelwch Bwyd a Diogelwch Myfyrwyr 10. Gweithredu tiliau arian parod gan gadw at bolisi'r Rheoliadau Ariannol. 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	
DYLETSWYDDAU ACHLYSUROL:	
1. Cynorthwyo i ddarparu Gwasanaethau Arlwy ar gyfer digwyddiadau arbennig yn y coleg, yn unol â gofynion a chyfarwyddiadau'r rheolwyr. 2. Rhoi gwybod i'r rheolwr llinell priodol am unrhyw gwynion neu ganmoliaeth gan gwsmeriaid. 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. 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 perthnasol ar gyfer paratoi, arddangos a storio bwyd gan sicrhau hefyd bod y ddeddfwriaeth gyfredol ar fwyd, 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 dognau a'u prisiau 4. Rhoi gwybod i'r rheolwr llinell priodol am unrhyw ddiffygion cyn gynted ag y nodir unrhyw broblem.	

5. Cadw safonau hyllendid personol uchel, yn unol â chanllawiau'r Asiantaeth Safonau Bwyd.

Manyleb Deiliad y Swydd	Hanfodol	Dymunol	Dull Asesu
Cymwysterau			
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: • Cymhwyster Diogelwch Bwyd Lefel 2 i'w gwblhau o fewn cyfnod a gytunwyd. • Cymhwyster Ymwybyddiaeth o Alergenau i'w gwblhau o fewn cyfnod a gytunwyd. • Iechyd a Diogelwch • Diogelu a <i>Prevent</i> Ymgymryd â Datblygiad Proffesiynol Parhaus a nodwyd yn ystod arfarniad blynyddol neu'n ôl y galw yn ystod y flwyddyn.	X		Ffurflen Gais / Cyfweliad
Trwydded Yrru Lawn Cymhwyster Cymorth Cyntaf Cymhwyster Diogelwch Bwyd Lefel 2 Cymhwyster Ymwybyddiaeth o Alergenau Lefel 2		X	Ffurflen Gais / Cyfweliad
Gwybodaeth a Phrofiad			
Profiad o weithio mewn amgylchedd arlwy	X		Ffurflen Gais / Cyfweliad
Profiad o weithio mewn amgylchedd arlwy prysur		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 Arlwy 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 arlwyio 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 arlwyio 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	Mynediad		Cyfweliad
Yn siarad Cymraeg	Mynediad		Cyfweliad
Llythrennedd Cymraeg	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 Troseddwyd 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 Mewnffudo 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	25 awr yr wythnos		

Wythnos Waith	38 o wythnosau'r flwyddyn
Gwyliau Blynyddol	• 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	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	Catering
Main site	Rhos-on-Sea
Salary	£14,278 per annum Business Support Grade 2, Fixed Point 14
Contract type	Permanent
Contract terms	Term Time
Reporting to	Line Manager / Head of Commercial Catering
Job purpose	
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.	
Main duties and responsibilities	
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 while adhering to the Financial Regulations 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	
OCCASIONAL DUTIES:	
1. To assist with provision of Catering Services for special college events, as required and instructed by the management. 2. To report to the appropriate Line manager any customer complaints or compliments. 3. To report to the appropriate Line manager 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 with 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. Report any deficiencies to the appropriate Line manager as soon as an issue is noted. 5. To adhere to high standards of personal hygiene. In accordance with Food Standards Agency guidance.	

Person specification	Essential	Desirable	Assessment method
Qualifications			
ESSENTIAL TO APPLY FOR ROLE None 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: - • Food Safety Level 2 qualification to be completed within agreed timescale. • Allergen awareness to be completed within agreed timescale. • Health & Safety • Safeguarding & Prevent 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.	X		Application form / Interview
Full Driving Licence First Aid qualification Food Safety Level 2 qualification Allergen Awareness Level 2 qualification		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
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	Entry		Interview
Welsh Speaking	Entry		Interview
Welsh Literacy	Entry		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	25 hours per week
Working weeks	38 weeks per year
Annual leave	• 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	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. 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.
Health screening	Successful applicants will be required to complete a health questionnaire and may be asked to attend a medical.