

SWYDD DDISGRIFIAD

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| TEITL Y SWYDD: | CYNORTHWY-YDD ARLWYO |
| MATH O GYTUNDEB: | SWYDD DROS DRO |
| STATWS: | 15 AWR YR WYTHNOS, TYMOR YN UNIG |
| GRADDFA'R AWR: | GRADDFA 1, PWYNT 14 £11.81 (SY'N CYNNWYS HAWL GWYLIAU) |

LLEOLIAD: DOLGELLAU

YN ATEBOL I:

Rheolwr Maes Rhaglen

PRIF SWYDDOGAETH

Cynorthwyo i ddarparu gwasanaeth arlwyo 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 dyletswyddau penodol yn cynnwys:

- 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.
- Cyd-fynd â rheolau dosrannu bwyd a chynorthwyo yn y gwaith o fonitro a pharatoi bwyd er mwyn lleihau gwastraff.
- Bod yn wyliadwrus o ddiogelwch stoc ac arian.
- Delio gyda chwsmeriaid bob amser mewn modd cyfeillgar a chynorthwyol
- Gweithio fel aelod i dîm, dangos arfer da i aelodau newydd o staff; arwain trwy esiampl wrth weithio mewn modd prydlon ac o fewn y gofynion amser a ddisgwylir wrth weithio mewn awyrgylch arwyo 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 ffyrc a sicrhau bod digon yno bob dydd.
- Ymateb i geisiadau rhesymol eraill gan y rheolwr llinell.

Hylendid Bwyd a Salwch

Dylai rhai sy'n trin bwyd gynnal safon uchel o hylendid personol. Mae hyn yn cynnwys:

- 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.

Cyfarpar Diogelu Personol

- 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

NODWEDDION HANFODOL

- Gallu gweithio'n effeithiol mewn awyrgylch arlwyo boeth a phrysur a bod yn ddibynadwy ac yn un y gellir ymddiried ynddo.
- Bod yn gwrtais ac yn broffesiynol
- Meddu ar sgiliau llythrennedd a rhifedd sylfaenol er mwyn trin a thrafod trafodion ariannol ac ysgrifennu derbynebaw
 - Gallu gweithio fel rhan o dîm.
- Agwedd hyblyg at waith, bod yn barod i addasu i ffyrdd newydd o weithio er mwyn gwella effeithlonrwydd o fewn yr adran arlwyo.
- Disgwylir i'r deiliad llwyddiannus fod â'r cymwysterau isod neu fod yn barod i weithio tuag atynt i lefel sy'n briodol at ddibenion y swydd, o fewn y cyfnod prawf.

Iechyd a Diogelwch yn y Gweithle

Hylendid Bwyd.

Rheoliadau Rheoli Sylweddau Peryglus i Iechyd

Codi a chario

HACCP

NODWEDDION DYMUNOL

- Dangos parodrwydd i gynnig gwasanaeth arlwyio mewn modd hyblyg a hwylus.
- Y gallu i drin offer a pheiriannau arlwyio
- Cymhwyster Cymorth Cyntaf
- Y gallu i gyfathrebu yn y Gymraeg a'r Saesneg



JOB DESCRIPTION

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| POST TITLE: | CATERING ASSISTANT |
| CONTRACT TYPE: | TEMPORARY |
| STATUS: | 15 HOURS PER WEEK, TERM TIME ONLY |
| RATE PER HOUR: | GRADE 1, POINT 14 - £11.81 (INCLUSIVE OF HOLIDAY PAY) |
| LOCATION: | DOLGELLAU |

LINE MANAGEMENT ACCOUNTABILITY TO:

Program Area Manager

KEY ROLE

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.

Specific duties will include:

- 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.
- Comply with portion control requirements and assist in the monitoring and preparation of food items in order to reduce wastage.
- 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; 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. **Food**

Hygiene and Illness

Food handlers must maintain high standards of personal hygiene. This includes:

- 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.

PPE

- 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.

1. PERSON SPECIFICATION

ESSENTIAL QUALITIES

- To be able to work efficiently in a hot and busy catering environment and be reliable and trustworthy.
- Be polite and professional
- Have basic literacy and numeracy skills in order to handle and record cash transactions and write receipts
- Relevant experience in food preparation and service.
- Able to work as part of a team
- Have a flexible attitude to work in order to be adaptable to new ways of working to improve efficiency within the catering department

The successful post-holder will be required to hold or to achieve the following core qualifications to a level appropriate to the requirements of the post within the probationary period:-

Health and Safety in the Workplace

Food Hygiene

COSHH

Manual Handling and Lifting

HACCP

DESIRABLE QUALITIES

- To show a willingness to provide a catering service in an adaptable and flexible manner.
- Ability to operate catering equipment and machinery
- First Aid qualification
- Ability to communicate through medium of Welsh and English