Proffil Swydd/Job Profile

Teitl y Swydd – Goruchwylydd Brecwast
Post Title – Breakfast Supervisor

Adran	Addysg a Phlant
Department	Education & Children

Is-Adran/Adain	Mynediad i Addysg
Division/Section	Access to Education

Gradd/Grade	A+ 4%

Rhif y Swydd/Post Number	012345

Paratowyd Gan/Prepared By	C Pugh

Dyddiad Paratoi/Date Prepared	Ionawr / January 2024

Prif Ddiben y Swydd
Bod yn gyfrifol, o dan gyfarwyddyd Tîm Arlwyo Cyngor Sir Caerfyrddin, am ddiogelwch, lles ac ymddygiad da disgyblion yn ystod y cyfnod brecwast, yn unol ag arferion a gweithdrefnau'r Awdurdod Lleol.
Prif cyfrifoldebau
1. Croesawu'r plant i ystafell fwyta'r ysgol. 2. Meithrin perthnasoedd da gyda phlant ar sail parch at y naill a'r llall. 3. Gweini brecwast i'r plant a'u goruchwylio tra byddant yn bwyta. 4. Annog cwrteisi ac ymddygiad priodol wrth y bwrdd bwyd. 5. Cadw trefn a chynnal disgyblaeth yn unol â pholisi'r ysgol. 6. Glanhau a chlirio bwyd a diod sydd wedi'u sarnu. 7. Hebrwng y plant i adeilad yr ysgol ar yr amser penodedig. 8. Sicrhau bod y byrddau'n cael eu cadw'n lân. 9. Clirio ar ddiwedd pob sesiwn. 10. Gweithio'n agos â'r Cynorthwy-ydd/Cynorthwywyr Brecwast. 11. Disgwylir i ddeiliad y swydd dderbyn rhagor o hyfforddiant i wella'i (d)datblygiad personol. 12. Mae'n bosibl y gofynnir i ddeiliad y swydd gynorthwyo â gofynion arlwyo eraill o bryd i'w gilydd. 13. Mae'n bosibl y gofynnir i ddeiliad y swydd gynorthwyo â gofynion arlwyo eraill o bryd i'w gilydd.
Yn gyfrifol am staff/offer
Neb
Yn atebol i
Rheolwr Arlwyo

Meini Prawf Hanfodol

Cymwysterau, Hyfforddiant galwedigaethol ac Aelodaeth Broffesiyno

Y sgiliau sy'n ymwneud â'r swydd a Galluoed

Y gallu i'ch cymell eich hun

Rhifedd a Llythrennedd

Gwybodaeth

Gwybodaeth am Safonau Brecwast y Gwasanaeth Arlwyo

Profiad

Rhinweddau personol

Gweithio fel rhan o dim

Meino Prawf Dymunol

Tystysgrif Hylendid i Rai sy'n Trin Bwyd, Lefel 2

Cymhwyster Cymorth Cyntaf

Gwybodaeth am brosesau ac arferion gwaith mewnol

Gwaith arlwyo neu oruchwylio

Hyblygrwydd

Brwdfrydedd ac ymroddiad o ran darparu gwasanaeth o safon

Sgiliau Iaith /Cyfathrebu

Cliciwch ar y ddolen - Beth yw lefel eich gallu?

Cymraeg	**Sgiliau Llafar Lefel 1**	**Sgiliau Ysgrifennu Lefel 1**
Saesneg	**Sgiliau Llafar Lefel 2**	**Sgiliau Ysgrifennu Lefel 2**
Arall (nodwch)		

GWIRIADAU'R GWASANAETH DATGELU A GWAHARDD (DBS)

Gall fod gwiriadau DBS yn ofynnol ar gyfer rhai swyddi lle bydd angen gweithio gyda phlant ac oedolion agored i niwed. Mae'r canlynol yn ofynnol ar gyfer y swydd hon

Adran A – y math o ddatgeliad **Datgeliad Manwl gan wirio'r rhestr wahardd**

Adran B – y math o weithlu **Y gweithlu plant**

Y RHESWM

Safle sy'n cynnwys deiliad y swydd mewn cysylltiad neu weithio gyda phlant

UNRHYW WYBODAETH ARALL

Main Purpose of Job

Responsible under the direction of Carmarthenshire's Catering Team for securing the safety, welfare and good conduct of pupils during the breakfast period, in accordance with the practices and procedures of the Local Authority.

Key responsibilities

1. To receive the children in the school dining room.
2. To build up good relationships with the children based on mutual respect.
3. To serve breakfast to the children and supervise them whilst eating.
4. To encourage good table manners and appropriate behaviour at the table.
5. To ensure the maintenance of good order and discipline of pupils in line with the school policy.
6. To clean up spillages.
7. To escort children into the school building at the appointed time.
8. To ensure that tables are kept clean.
9. To clear up after each session.
10. To report all accidents to the designated officer.
11. To work closely with the Breakfast Assistant/s.
12. Post holder will be expected to undertake further training to enhance personal development.
13. Post holder may be requested on occasions to assist with other catering requirements.

Responsible for staff/equipment

None

Reporting to

Catering Manager

Essential Criteria

Qualifications, Vocational training and Professional Memberships

Job Related Skills and Competencies

Work well as part of a team

Knowledge

Knowledge of breakfast catering service standards

Experience

Personal qualities

Ability to be motivated

Numeracy and literacy

Desirable Criteria

Food handlers' hygiene certificate level 2

First aid qualification

Knowledge of in-house processes and work practices

Worked in a catering or supervisory capacity

Flexibility

Good interpersonal communication skills

Language and Communication Skills

Click on the link What level are you?

Welsh	**Spoken Level 1**	**Written level 1**
English	**Spoken Level 2**	**Written level 2**
Other (please State)		

DISCLOSURE AND BARRING SERVICES (DBS) CHECKS
DBS Checks may be required for certain posts which work with children and vulnerable adults. This post requires: **Section A – type of disclosure** **Enhanced Disclosure with Barred list check** **Section B – workforce type** **Child Workforce**

JUSTIFICATION
Position involving the post holder being in contact or working with children

ANY OTHER INFORMATION