Proffil Swydd/Job Profile

Teitl y Swydd – Cogydd â Gofal
Post Title – Cook in Charge

Adran	Adran Lle, Seilwaith a Datblygu Economaidd
Department	Place, Infrastructure and Economic Development
Is-Adran/Adain	Is-adran Datblygu Economaidd ac Eiddo
Division/Section	Economic Development & Property Division
Gradd/Grade	E +4%
Rhif y Swydd/Post Number	Generic
Paratowyd Gan/Prepared by	C Pugh
Dyddiad Paratoi/Date prepared	Medi / September 2025

Disgwylir i bob gweithiwr gynnal gwerthoedd craidd yr Awdurdod, sydd wedi'u hadlewyrchu yn ein Fframwaith Ymddygiad a Gwerthoedd, a chynnal egwyddorion Polisi Cydraddoldeb ac Amrywiaeth yr Awdurdod neu, os ydynt yn gweithio mewn ysgol, Bolisi Cydraddoldeb ac Amrywiaeth yr ysgol, fel sy'n briodol i lefel atebolrwydd a chyfrifoldeb y swydd yn y sefydliad

Every employee is expected to uphold the authority's core values reflected within our Behaviour and Values Framework and maintain the principles of the authority's Equality and Diversity Policy or, if employed within a school, the school's Equality and Diversity Policy, as appropriate to the accountabilities and seniority of the post within the organisation.

Prif Ddiben y Swydd
Darparu prydau bwyd canol dydd i ddisgyblion a chwsmeriaid, a thrwy hynny, gyfrannu i Wasanaeth Arlwyo effeithiol ac effeithlon.
Prif cyfrifoldebau
1. Dilyn bwydlenni gosod a rheoli dognau (a bennwyd eisoes gan y tîm arlwyo) ac ymgymryd â gweithgareddau coginio, gan gynnwys darparu prydau deietegol arbennig (os bydd angen), a thrwy hynny, gyfrannu at wasanaeth o safon sy'n canolbwyntio ar y cwsmer. 2. Cydlynu'r gweithrediadau sy'n ymwneud â pharatoi a choginio prydau bwyd a gweini bwyd, a thrwy hynny, gyfrannu i wasanaeth arlwyo effeithiol ac effeithlon yn eich cegin/lle gwaith. 3. Lle bo angen, pennu dyletswyddau a chwblhau hyfforddiant sefydlu gweithwyr er mwyn i'r gegin weithredu'n hwylus. 4. Sicrhau a chyflawni gweithgareddau glanhau yn yr ardal fwyta ac ardal y gegin a'r ardaloedd cyfagos gan gynnwys yr offer gan sicrhau eu bod o safon uchel o ran hylendid a glanweithdra. 5. Cyfrannu at a chyflawni dyletswyddau cyffredinol yn y gegin a'r ystafell fwyta, e.e. golchi llestri, gosod a chlirio offer a byrddau, glanhau'r gegin, yr ardaloedd cyfagos a'r offer er mwyn i'r gegin weithredu'n hwylus. 6. Bod yn gyfrifol am reoli gweithrediadau'r pwyntiau gwasanaeth, (ac os yw'n briodol, canolfannau bwyta a phrydau bwyd ar glud) a rheoli diogelwch y gegin i sicrhau y cynhelir safonau uchel o ran iechyd a diogelwch. 7. Ymgymryd â gwaith papur, archebu cyflenwadau, llyfrau lòg/taflenni rheoli stoc yn unol â gweithdrefnau'r adran a'r gwasanaeth arlwyo i sicrhau bod y sefydliad yn gweithredu'n effeithiol. 8. Cofnodi a rhoi gwybod am offer diffygiol er mwyn cydymffurfio â safonau'r gwasanaeth arlwyo a diogelwch bwyd. 9. Cyfrannu i ddatblygiad eich lle gwaith i sicrhau y cynhelir safonau da. 10. Mae'n bosib y gofynnir ichi gynorthwyo ag unrhyw ddyletswyddau eraill a fyddai'n cynnwys gwaith yn ymwneud â digwyddiadau achlysurol, gwaith y tu allan i oriau arferol a gwaith cyflenwi mewn sefydliadau eraill yn y Gwasanaeth Arlwyo.
Yn gyfrifol am staff/offer
Cynorthwywyr Arlwyo Er mwyn defnyddio'r holl gyfarpar cegin yn ddiogel a'u diogelu. Gwerth mwy na £1,000.
Yn atebol i
Rheolwr Rhanbarthol Arlwyo

Meini Prawf Hanfodol

Cymwysterau, Hyfforddiant galwedigaethol ac Aelodaeth Broffesiynol

Tystysgrif Hylendid Trin Bwyd Lefel 2

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

Sgiliau cyflwyno bwyd a choginio

Sgiliau goruchwylio/rheoli pobl

Gwybodaeth

Gwybodaeth am Safonau ac Arferion Gwaith y Gwasanaeth Arlwyo

Profiad

Rhinweddau personol

Hyblygrwydd a sgiliau trefnu

Y gallu i gymell pobl eraill.

Meini Prawf Dymunol

Gwybodaeth am gofnodi ariannol

Gwybodaeth am safonau bwyd a maeth

Gwybodaeth am Iechyd a Diogelwch a Diogelwch Bwyd

Profiad o waith arlwyo diwydiannol

Profiad o arwain tîm

Profiad o hyfforddi staff

Profiad o reoli cyllideb

Sgiliau rheoli ariannol

Sgiliau cynllunio a threfnu personol

Sgiliau Gofal Cwsmeriaid

Sgiliau a Chymwyseddau Hyfforddi

Y gallu i wneud penderfyniadau / dirprwyo

Tystiolaeth o wella parhaus

Sgiliau Iaith /Cyfathrebu

Cliciwch ar y ddolen **-** Beth yw lefel eich gallu?

Cymraeg	**Sgiliau Llafar Lefel 2**	**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** Adran C – A yw'n ofyniad ar gyfer adnewyddiadau DBS 3 blynedd neu DBS wedi cofrestru ar y gwasanaeth diweddaru **Nage**

Y RHESWM
Bydd deiliad y swydd yn dod i gysylltiad â phlant neu'n gweithio gyda phlant

UNRHYW WYBODAETH ARALL Mae diogelu yn fater i bawb. Mae gan bob un ohonom gyfrifoldeb am amddiffyn plant ac oedolion sydd mewn perygl, gweithio mewn ffordd sy'n hyrwyddo ac yn cefnogi eu budd pennaf, a rhoi gwybod am unrhyw bryderon.

Main Purpose of Job

To provide mid-day meals for pupils and customers thereby contributing to an effective and efficient Catering Service.

Key responsibilities

1. Follow set menus and portion control (as already specified by the catering team) and undertake cooking activities, including the provision of special dietary meals (if required) thereby contributing to a quality customer orientated service.
2. Co-ordinate the operations connected with the preparation and cooking of meals and the serving of food thereby contributing to an effective and efficient Catering Service within your kitchen/place of work.
3. Where required, allocate duties and complete induction training to facilitate the smooth running of the kitchen.
4. Ensure and undertake cleaning activities of the dining and kitchen areas and their surroundings to include equipment, ensuring they are of a high standard of hygiene and cleanliness.
5. Contribute and ensure the general kitchen and dining room duties e.g. washing up, setting up and clearing away of equipment and tables, cleaning of kitchen, to contribute to the smooth running of the kitchen.
6. Take responsibility for the operational control service points (if applicable dining centres and transported meals) and control the security of the kitchen to ensure that high standards of Health and Safety are maintained.
7. Undertake paperwork, ordering of supplies, log book/timesheets, stock control sheets in accordance with departmental catering service procedures to ensure the establishment is operating efficiently.
8. Report and log all faulty equipment to comply with Catering Service and Food Safety Standards.
9. Contribute to the development of your place of work to ensure good standards are maintained.
10. You may be requested to assist with any other duties to include function work, out of hours work and covering other establishments within the Catering Service.

Responsible for staff/equipment

Catering Assistants

For the safe use and security of all kitchen equipment. Value in Excess of £1k

Reporting to

Area Catering Manager

Essential Criteria

Qualifications, Vocational training and Professional Memberships

Food Handlers Hygiene Certificate Level 2

Job Related Skills and Competencies

Cooking and Presentation Skills

People Management/Supervisory Skills

Knowledge

Knowledge of Catering Service Standards and Work Practice .

Experience

Personal qualities

Flexibility and Organisation Skills

Ability to Motivate Others

Desirable Criteria

Knowledge of Financial Recording

Knowledge of Nutrition and Food Standards

Knowledge of Health and Safety and Food Safety

Work Experience in Industrial Catering

Previous Experience of Leading a Team

Experience of Training staff

Experience of Budgetary Control

Financial Management Skills

Planning and Organising of oneself

Customer Care Skills

Training Competency Skills

Decision Making/Delegation Abilities

Evidence of Continuous Improvement

Language and Communication Skills

Click on the link What level are you?

Welsh	**Spoken Level 2**	**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** **Section C – Does the post require 3 yearly DBS renewals or registration with the DBS online update service?** **No**

JUSTIFICATION
The post holder will be in an environment where they will be in contact with or working with children

ANY OTHER INFORMATION Safeguarding is everyone's business. All of us have a responsibility for protecting children and adults at risk, working in a way that promotes and supports their best interests and for reporting any concerns.