# Proffil Swydd/Job Profile

## Teitl y Swydd - Cynorthwyydd Arlwyo
## Post Title – Catering Assistant

| **Pwrpas Eich Rôl** |
|---|
| Byddwch yn chwarae rhan allweddol wrth baratoi, coginio a gwasanaethu bwyd a diod o fewn cyfleusterau Caffi Actif (Atriwm), gan ddarparu amgylchedd croesawgar a chyfeillgar i gwsmeriaid ac ymwelwyr â'r safle.<br><br>Gyda phwyslais ar gynnig gwasanaeth rhagorol a phroffesiynol sy'n canolbwyntio ar gwsmeriaid, byddwch yn sicrhau bod glendid a safonau hylendid yn cael eu cynnal wrth sicrhau bod gwasanaeth cwsmeriaid eithriadol wrth wraidd popeth a wnawn. |
| |
| **Purpose of Your Role** |
| You will play a key role in the preparation, cooking and service of food and beverages within Actif Café facilities (Atriwm), providing a welcoming and friendly environment for customers and visitors to site.<br><br>With an emphasis on offering an excellent and professional customer focused service, you will ensure that cleanliness and hygiene standards are maintained whilst ensuring that exceptional customer service is at the heart of everything we do. |

| | |
|---|---|
| Gradd/Grade | C |
| Rhif y Swydd/Post Number | 036194 / 036185 |

| **Y Prif Gyfrifoldebau** |
| --- |
| 1. Dilyn bwydlenni gosod ac ymgymryd ag amrywiaeth o weithgareddau coginio'n ymwneud â'r ystod gyfan o brydau bwyd, gan gynnwys darparu prydau deietegol arbennig (os bydd angen), a thrwy hynny, darparu gwasanaeth o safon sy'n canolbwyntio ar y cwsmer.<br>2. Cydlynu'r gweithrediadau sy'n gysylltiedig â pharatoi, coginio a gweini bwyd, ynghyd â chydymffurfio â'r Strategaeth Bwyd Leol a Safonau Diogelwch Bwyd, a thrwy hynny gyfrannu at wasanaeth arlwyo effeithiol ac effeithlon.<br>3. Arddangos safonau rhagorol, drwy ddarparu prydau maethlon a chost effeithiol gan drefnu rotâu gwaith er mwyn i'r gegin weithredu'n hwylus.<br>4. Bod yn gyfrifol am oruchwylio'r holl weithrediadau gan gynnwys glanhau'r offer, rhoi gwybod am offer diffygiol a'r holl waith papur gan gynnwys rheoli stoc, y llyfrau lòg, y llyfr cofnodi diogelwch bwyd/cofnodi tymheredd, er mwyn cydymffurfio â'r ddeddfwriaeth a'r gofynion archwilio.<br>5. Goruchwylio dyletswyddau cyffredinol yn y gegin a'r ystafell fwyta, e.e. golchi llestri, gosod a chlirio offer a byrddau, glanhau'r gegin er mwyn i'r caffi weithredu'n hwylus.<br>6. Bod yn gyfrifol am reoli diogelwch y gegin yn gyffredinol, y tiliau, y gwasanaeth a pheiriannau'r system ddi-arian.<br>7. Dilyn y canllawiau er mwyn sicrhau y cydymffurfir â deddfwriaeth Iechyd a Diogelwch, polisïau a gweithdrefnau'r awdurdod lleol a'r gofynion o ran codi a chario ac asesu risg.<br>8. Y gallu i weithio mewn tîm er mwyn darparu gwasanaeth o ansawdd uchel. Cyflawni unrhyw ddyletswyddau sy'n gymesur â chyfrifoldebau, lefel a gradd y swydd gan gynnwys gwaith yn ymwneud â digwyddiadau achlysurol, gwaith y tu allan i oriau arferol a gwaith cyflenwi mewn sefydliadau eraill yn y Gwasanaeth Arlwyo.<br>9. Hyrwyddo a chefnogi canllawiau a gweithdrefnau brand perthnasol o fewn caffis y Canolfannau Hamdden. |
| **Yn gyfrifol am staff/offer** |
| Ddim yn berthnasol |
| **Yn atebol i** |
| Cydgysylltydd Busnes Arlwyo |

## Meini Prawf Hanfodol

**Cymwysterau, Hyfforddiant Galwedigaethol ac Aelodaethau Proffesiynol**

Dyfarniad Lefel 2 mewn Diogelwch Bwyd

Dyfarniad Lefel 2 mewn Ymwybyddiaeth Alergedd

**Ein Hymddygiad**
Mae ein gwerthoedd wrth wraidd popeth a wnawn. Maent yn ein helpu i wneud y penderfyniad iawn ac yn sail i sut rydym yn gweithio gyda'n gilydd.

**Un Tîm:**
- (Cyflawni) **Addasu i newidiadau -** Gallwch addasu i newidiadau yn y gwaith a'r amgylchedd, gan aros yn effeithiol ac yn bositif.

**Cwsmeriaid yn Gyntaf:**
- (Cyflawni) Sefydlu perthynas dda ag unigolion - Rydych chi'n sefydlu parch ac ymddiriedaeth gyffredin yn gyflym ar sail gonestrwydd a dibynadwyedd, gan feithrin perthynas hirdymor ag eraill.
- (Cyflawni) **Parchu'r amgylchedd -** Rydych chi'n ystyried ac yn annog ein cyfrifoldebau o ran ein heffaith ar yr amgylchedd naturiol a newid hinsawdd.

**Uniondeb:**
- (Cyflawni) **Dilyn cyfarwyddiadau priodol –** Rydych chi'n dilyn prosesau, a chanllawiau, gan herio mewn ffordd gadarnhaol os bydd materion yn codi.

**Rhagori:**
- (Cyflawni) **Parodrwydd i ddysgu a datblygu** - Rydych chi'n chwilio am gyfleoedd dysgu newydd ac am ffyrdd newydd o ddatblygu eich hun a'ch sgiliau Cymraeg.

**Cymryd Cyfrifoldeb:**
- (Cyflawni) - **Monitro gwaith eich hun ac yn cynnal ansawdd** - Rydych chi'n sicrhau bod y gwaith yn gywir ac yn rhydd o wallau.

**Gwrando:**
- (Cyflawni) **Agwedd gadarnhaol at waith** - Rydych chi'n dangos brwdfrydedd dros y gwasanaeth rydych chi'n ei ddarparu a gwella eich gwaith.

**Gwybodaeth**

Gwybodaeth am Safonau ac Arferion Gwaith Arlwyo

Gwybodaeth am Faetheg a Safonau Bwyd (gellir cyflawni hyn ar ôl recriwtio)

Safonau Iechyd a Diogelwch (gellir cyflawni hyn ar ôl recriwtio)

**Sgiliau Penodol y Swydd**

Y gallu i weithio patrwm gweithio hyblyg gan gynnwys gwaith shifft gyda'r nos ac ar benwythnos.

| |
|---|
| Y gallu i baratoi, coginio a gweini amrywiaeth o fwyd a diod yn y caffi ac yn unol â'n Strategaeth Bwyd Leol.<br><br>Yn meddu ar gymhelliant cryf a brwdfrydedd a sgiliau cyfathrebu gyda da<br><br>Sgiliau goruchwylio/rheoli pobl yn effeithiol<br><br>Sgiliau cynllunio a threfnu personol. |
| **Profiad** |
| Profiad o fod mewn amgylchedd gofal cwsmeriaid/diwydiant lletygarwch<br><br>Profiad o drin arian parod |
| **Meini Prawf Dymunol** |
| Cymhwyster arlwyo<br><br>Cymhwyster gofal cwsmeriaid |

## SGILIAU IAITH A CHYFATHREBU

Mae siarad â phobl Sir Gaerfyrddin yn eu dewis iaith yn bwysig er mwyn diwallu eu hanghenion; dyma'r lefelau iaith sydd eu hangen arnom ar gyfer aelodau ein tîm:

**Ansicr ynghylch eich lefel?** Gwirio fy lefel iaith

| | | |
|---|---|---|
| Cymraeg | **Sgiliau Siarad Lefel 3** | **Sgiliau Ysgrifennu Lefel 2** |
| Saesneg | **Sgiliau Siarad Lefel 3** | **Sgiliau Ysgrifennu Lefel 2** |
| Arall - None | **Dewiswch** | **Dewiswch** |

## SGILIAU DIGIDOL HANFODOL

Mae ein Sgiliau Digidol Hanfodol yn amlinellu'r sgiliau sydd eu hangen i weithio'n hyderus, yn effeithiol ac yn ddiogel ar ein dyfeisiau ac ar-lein wrth weithio gyda chydweithwyr a phobl sy'n derbyn ein gwasanaethau. Dyma'r sgiliau digidol hanfodol sydd eu hangen ar gyfer y swydd hon:

**Ansicr ynghylch eich lefel?** Gwirio fy lefel ddigidol

| | |
|---|---|
| **Cyfathrebu, Cydweithredu a Rhannu.**<br>Er enghraifft: defnyddio e-bost, Microsoft Teams, rhannu a chydweithio ar ddogfennau. | Lefel Sylfaen - Dealltwriaeth sylfaenol, mae angen rhywfaint o brofiad |
| **Trafod gwybodaeth a chynnwys.**<br>Er enghraifft, canfod, cadw, cyrchu, a threfnu ffeiliau yn ddiogel ar gwmwl storio. | Lefel Sylfaen - Dealltwriaeth sylfaenol, mae angen rhywfaint o brofiad |

| | |
|---|---|
| **Trafodion.**<br>Er enghraifft; cyflwyno ceisiadau a rheoli trafodion ar-lein, gan gwblhau ffurflen wyliau neu dreuliau ar-lein. | Lefel Sylfaen - Dealltwriaeth sylfaenol, mae angen rhywfaint o brofiad |
| **Datrys problemau.**<br>Er enghraifft; defnyddio'r rhyngrwyd i ddod o hyd i wybodaeth. | Lefel Sylfaen - Dealltwriaeth sylfaenol, mae angen rhywfaint o brofiad |

## GWIRIADAU'R GWASANAETH DATGELU A GWAHARDD

Cadw unigolion sy'n defnyddio ein gwasanaethau yn ddiogel, mae'n bosibl y bydd angen i'n tîm gael gwiriad DBS os ydynt yn gweithio gyda phlant a/neu oedolion mewn perygl o niwed a/neu gamfanteisio. Ar gyfer y swydd hon, gofynnwn am:

**Y math o ddatgeliad -** Nid oes angen gwiriad DBS

**Y math o weithlu** Ddim yn Berthnasol

**Adnewyddu** –
Dim angen adnewyddu

**Cyfiawnhad –**
Ddim yn Berthnasol

**UNRHYW WYBODAETH ARALL**

***Mae diogelu yn fater i bawb.***

*Mae gan bob gweithiwr y Cyngor gyfrifoldeb am ddiogelu plant ac oedolion sydd mewn perygl o gael eu cam-drin a'u hesgeuluso a gweithio mewn ffordd sy'n hyrwyddo ac yn cefnogi eu buddiannau gorau.*

| **Key responsibilities** |
| --- |
| 1. Follow set menus and undertake a variety of cooking activities connected with the full range of meals, including the provision of special dietary meals (if required) thereby providing a quality customer orientated service.<br>2. Co-ordinate the operations connected with the preparation, cooking and serving of food, while complying with Local Food Strategy and Food Safety Standards, thereby contributing to an effective and efficient catering service.<br>3. Demonstrate excellent standards by producing cost effective nutritious dishes, while operationally organising work areas to facilitate the smooth running of the kitchen.<br>4. Take responsibility of any operational activities to include cleaning of equipment, reporting of faulty equipment and any paperwork to include stock control, food safety logbook/temperature recoding, to comply with legislation and audit requirements.<br>5. Oversee general kitchen and dining room duties e.g. washing up, setting up and clearing away of equipment and tables and cleaning of kitchen to contribute to the smooth running of the cafe.<br>6. Take responsibility for the overall security of the kitchen, till service and cashless system machines.<br>7. Follow guidelines to ensure compliance with Health and Safety Legislation, Local Authority policies and procedures, Manual Handling and Risk Assessment.<br>8. Work as part of a team to deliver a high, quality service. Undertake any other duties equivalent to the responsibility; level and grading of the post to include occasional function work, out of hours work and to cover in other establishments within the catering service.<br>9. To promote and support relevant brand guidelines and procedures within the Leisure Centres cafes. |
| **Responsible for staff/equipment** |
| N/A |
| **Reporting to** |
| Business Coordinator Catering |

## Essential Criteria

**Qualifications, Vocational training and Professional Memberships**

Level 2 Award in Food safety

Level 2 Award in Allergy Awareness

**Our Behaviours**
Our values are at the heart of everything we do. They help us to make the right decision and shape how we work together.

**One Team:**

- (Delivers) **Adapts to changes -** You can adapt to changes in work or environment, remaining effective and positive.

**Customer First:**

- (Delivers) **Developing relationships** - You quickly establish mutual respect and trust based on honesty and reliability, building long lasting relationships with others.
- (Delivers) **Respects the environment -** You consider and encourage our responsibilities to our impact on the natural environment & climate change.

**Integrity:**

- Delivers) **Follows appropriate instructions -** You follow processes, and guidelines, challenging in a positive way if issues arise.

**Excellence:**

- (Delivers) **Is willing to learn and develop -** You seek out new learning and look for new ways to develop yourself and your Welsh language skills.

**Take responsibility:**

- (Delivers) **Monitors own work and maintains quality -** You ensure work is accurate and error free.

**Listening:**

- (Delivers) **Brings a positive outlook to work -** You show enthusiasm for the service you deliver and to improving your work.

**Knowledge**

Knowledge of Catering Standards and Work practice

Knowledge of Nutrition and Food Standards (can be attained upon recruitment)

Health & Safety standards (can be attained upon recruitment)

**Job Specific Skills**

Able to work a flexible working pattern including evening and weekend shift work.

Able to prepare, cook and serve a range of food and beverages within the café and in line with our Local Food Strategy.

| |
|---|
| Motivated and enthusiastic with good communication skills<br>Effective people management/ supervisory skills<br>Planning and organising of oneself. |
| **Experience** |
| Experience of a customer service environment / hospitality industry<br>Experience of cash handling |
| **Desirable Criteria** |
| Catering qualification<br>Customer care qualification |

## LANGUAGE AND COMMUNICATION SKILLS

Talking with the people of Carmarthenshire in their language of choice is important to meet their needs, these are the language levels we need for our team members:

**Unsure what level you are?** Check my language level

| | | |
|---|---|---|
| Welsh | **Spoken Level 3** | **Written level 2** |
| English | **Spoken Level 3** | **Written level 2** |
| Other - None | **Please Select** | **Please select** |

## ESSENTIAL DIGITAL SKILLS

Our Essential Digital Skills outlines the skills needed to work confidently, effectively and safely on our devices and online when working with colleagues and people who receive our services. These are the essential digital skills required for this position:

**Unsure what level you are?** Check my digital level

| | |
|---|---|
| **Communication, Collaboration & Sharing.**<br>For example, using email, Microsoft Teams, sharing and collaborating on documents. | Foundation level - Basic understanding, some experience needed |
| **Handling information & content.**<br>For example, finding, saving, accessing, and organising files securely on cloud storage. | Foundation level - Basic understanding, some experience needed |
| **Transacting.**<br>For example, submit requests and manage transactions online, completing a holiday or expenses form online. | Foundation level - Basic understanding, some experience needed |
| **Problem solving.**<br>For example, using the internet to find information. | Foundation level - Basic understanding, some experience needed |

## DISCLOSURE AND BARRING SERVICES (DBS) CHECKS

To keep individuals who use our services safe, our team may need to have a DBS check if working with children and/or adults at risk from harm and/or exploitation. For this job, we ask for:

**Type of disclosure -** DBS not required

**Workforce type -** Not Applicable

**Renewals –**
No renewal required

**Justification** –
Not Applicable

## ANY OTHER INFORMATION

***Safeguarding is everyone's business.***

*All Council employees have a responsibility for protecting children and adults at risk from abuse and neglect, and working in a way that promotes and supports their best interests.*

AT DDEFNYDD Y SWYDDFA'N UNIG / FOR OFFICE USE ONLY

| | |
|---|---|
| Adran | Addysg a Hamdden |
| Department | Education & Leisure |

| | |
|---|---|
| Is-adran/Adain | Hamdden |
| Division/ Section | Leisure |

| | |
|---|---|
| Gradd/ Grade | C +8% |
| Rhif y Swydd/Post Number | 035974/035975 |

| | |
|---|---|
| Paratowyd gan/ Prepared By | Alun Davies |
| Dyddiad/ Date | Chwefror/February 2026 |