

Proffil Swydd/Job Profile

Teitl y Swydd – Cogydd Oruchwylydd
Post Title – Cook Supervisor

Adran	Addysg a Phlant
Department	Education & Children

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

Gradd/Grade	E+4%
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Rhif y Swydd/Post Number	000491
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Paratowyd Gan/Prepared By	Helen Bailey
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Dyddiad/Date	Mai/May 2022
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Prif Ddiben y Swydd

Darparu ystod gyfan o brydau bwyd canol dydd i ddisgyblïo a chwsmeriaid, a thrwy hynny, gyfrannu i Wasanaeth Arlwyio effeithiol ac effeithlon

Prif cyfrifoldebau

1. Dilyn bwydlenni gosod, goruchwylïo'r gwaith o reoli dognau (a bennwyd eisoes gan y fîm arlwyio) 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, ddarparu gwasanaeth o safon sy'n canolbwyntio ar y cwsmer.
2. Cydlynu'r gweithrediadau sy'n ymwneud â pharatoi a choginio prydau bwyd a gweini bwyd, gan gydymffurfio â gofynion Blas am Oes, y Strategaeth Maeth a'r Safonau Diogelwch Bwyd a thrwy hynny, gyfrannu i wasanaeth arlwyio effeithiol ac effeithlon.
3. Arddangos safonau rhagorol, darparu prydau maethlon a chost effeithiol gan drefnu rotâu gwaith, pennu dyletswyddau a chynnal hyfforddiant sefydlu gweithwyr er mwyn i'r gegin weithredu'n hwylus.
4. Bod yn gyfrifol am oruchwylïo'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 amser, y taflenni amser a'r cofnodion ariannol er mwyn cydymffurfio â'r ddeddfwriaeth a'r gofynion archwilio.
5. Goruchwylïo dyletswyddau cyffredinol yn y gegin a'r ystafell fwyta, e.e. golchi llestri, gosod a chlirio offer a byrddau a glanhau'r gegin er mwyn i'r gegin weithredu'n hwylus.
6. Bod yn gyfrifol am reoli diogelwch y gegin yn gyffredinol, y tiliau, y pwyntiau gwasanaeth a pheiriannau'r system ddi-arian.
7. Dilyn y canllawiau er mwyn sicrhau y cydymffurfir â deddfwriaeth lechyd a Diogelwch, polisïau a gweithdrefnau'r awdurdod lleol a'r gofynion o ran codi a chario ac asesu risg.
8. Y gallu i weithio mewn fîm 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 arlwyio.

Yn gyfrifol am staff/offer

Cogydd/Cogyddion a Cynorthwyyr Arlwyio

Yn atebol i

Rheolwr Rhanbarthol - Arlwyio

Meini Prawf Hanfodol

Cymwysterau, Hyfforddiant galwedigaethol ac Aelodaeth Broffesiyno

Tystysgrif Hylendid i Rai sy'n Trin Bwyd Lefel 2

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

Sgiliau cyflwyno bwyd a choginio

Sgiliau goruchwyllo/rheoli pobl yn effeithiol

Sgiliau cynllunio a threfnu personol

Sgiliau gofal cwsmeriaid

Gwybodaeth

Gwybodaeth am safonau ac arferion gwaith y gwasanaeth arlwygo

Gwybodaeth am faeth a safonau bwyd

Profiad

Profiad o weithio mewn sefydliad arlwygo diwydiannol

Rhinweddau personol

Y gallu i gymell pobl eraill

Hyblygrwydd a sgiliau trefnu

Brwdfrydedd ac ymroddiad o ran darparu gwasanaeth o safon

Meino Prawf Dymunol

Cymhwyster Arlwygo e.e. NVQ

Sgiliau TG a phrosesu geiriau

Gwybodaeth am iechyd a diogelwch a diogelwch bwyd

Gwybodaeth am reolaeth ariannol a marchnata

Profiad o arwain tîm

Profiad o hyfforddi staff

Profiad o reoli cyllideb

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

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

UNRHYW WYBODAETH ARALL

Main Purpose of Job
To provide a full range of meals for pupils and customers thereby contributing to an effective and efficient Catering Service.
Key responsibilities
1. Follow set menus, supervise portion control (as already specified by Catering Team) 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. 2. Co-ordinate the operations connected with the preparation, cooking and serving of food, while complying with Appetite for Life, Nutrition Strategy and Food Safety Standards, thereby contributing to an effective and efficient catering service. 3. Demonstrate excellent standards, cost effective nutritious dishes, while operationally organising work rotas, allocation of duties and undertake induction training to facilitate the smooth running of the kitchen. 4. Take responsibility by supervising all operational activities to include cleaning of equipment, reporting of faulty equipment and all paperwork to include stock control, logbook, time book, timesheets and financial recording to comply with legislation and audit. 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 kitchen. 6. Take responsibility for the overall security of the kitchen, till service and cashless system machines. 7. Follow guidelines to ensure compliance with Health and Safety Legislation, Local Authority policies and procedures, Manual Handling and Risk Assessment. 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.
Responsible for staff/equipment
Cook/Cooks and Catering Assistants
Reporting to
Area Catering Manager

Essential Criteria

Qualifications, Vocational training and Professional Memberships

Food Handlers certificate level 2

Job Related Skills and Competencies

Cooking and presentation skills

Effective people management/ supervisory skills

Planning and organising of oneself

Customer care skills

Knowledge

Knowledge of catering service standards and work practice

Knowledge of nutrition and food standards

Experience

Work experience in industrial catering

Personal qualities

Ability to motivate others

Flexibility and organisational Skills

Enthusiastic and committed approach to providing a quality service

Desirable Criteria

Catering qualification e.g. NVQ

IT and word processing

Knowledge of health and safety and food safety

Knowledge of financial management and marketing

Previous experience of leading a team

Training experience of staff

Experience of budgetary control

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