

SWYDD DDISGRIFIAD

TEITL Y SWYDD:	TECHNEGYDD ARLWYO
STATWS:	LLAWN AMSER, TYMOR YN UNIG
ORIAU GWAITH:	37 AWR YR WYTHNOS
WYTHNOSAU'R FLWYDDYN:	40 WYTHNOS Y FLWYDDYN
GRADDFA:	GRADDFA 3 – £18,330 – £19,628 y flwyddyn (£19,980 – £21, 395 y flwyddyn ar sail blwyddyn llawn)
YN ATEBOL I:	RHEOLWR MAES RHAGLEN

GWYBODAETH AM Y MAES RHAGLEN

Mae adran arlwyo CMD Dolgellau yn darparu hyfforddiant o safon uchel yn yr ardal; ac wedi cael Rhagorol yn yr arolwg ESTYN diwethaf. 'Rydym am benodi technegydd fydd yn gweithio gyda pobol ifanc sydd wedi dewis astudio arlwyo a lletygarwch.

PWRPAS Y SWYDD

Dyma gyfle cyffrous i unrhyw un sydd â chefnidir arlwyo i gefnogi pobol ifanc. Mi fydd y person llwyddiannus yn cefnogi staff dysgu a dysgwyr mewn ceginau hyfforddiant proffesiynol Bydd gofyn i'r ymgeisydd llwyddiannus weithio fel aelod o'r tîm arlwyo ac i sicrhau fod y ceginau hyfforddiant yn cael ei paratoi i sicrhau awyrgylch ddysgu addas.

PRIF DDYLETSWYDDAU A CHYFRIFOLDEBAU:

1. Cynorthwyo staff dysgu i baratoi , gosod fyny , cynorthwyo and clirio a glanhau ardal dysgu yn y maes lletygarwch a arlwyo
2. Sicrhau bod archebion a cynhwysion yn gywir ac yn cwrdd â safonau ansawdd yr adran.
3. Gweithio gyda staff perthnasol, cynorthwyo a chynghori dysgwyr i ddewis cydrannau ac eitemau addas wrth iddynt baratoi ar gyfer asesiadau, prosiectau a chystadlaethau yn ôl y gofyn.
4. Ynysu neu roi offer diffygiol/wedi difrodi mewn cwarantyn ac atgyweirio neu drefnu gwasanaeth allanol i atgyweirio'r offer.
5. Gwirio gweithrediad a diogelwch offer cyn ei gomisiynu. Comisiynu'r offer a rhoi gwybod i staff a dysgwyr bod yr offer ar gael i'w ddefnyddio ac yn cwrdd â'r safonau rheoleiddio gofynnol.

6. Paratoi defnyddiau, offer ac adnoddau ar gyfer defnydd y dysgwyr pan ofynnir amdanynt gan Ddarlithwyr, Goruchwylwyr Sgiliau Ymarferol neu Hyfforddwyr/Aseswyr.
7. Gweithio'n agos gyda chyflogwyr i ddatblygu rigiau hyfforddi penodol ar gyfer y diwydiant yn ôl y gofyn.
8. Gweithio gyda Rheolwr y Rhaglen a staff perthnasol i weithredu unrhyw newidiadau i drefn y bwyty, cyfleusterau ac offer.
9. Cynorthwyo Darlithwyr, Goruchwylwyr Sgiliau Ymarferol neu Hyfforddwyr/Aseswyr wrth baratoi rigiau dysgu.
10. Sicrhau o ddydd i ddydd bod y gweithdai, yr offer, y teclynnau a'r defnyddiau, gan gynnwys y dull o'u storio a'u pentyrru, yn cydymffurfio â Deddf Iechyd a Diogelwch yn y Gwaith 1974 a sicrhau bod Asesiad Risg yn digwydd yn rheolaidd.
11. Cysylltu â'r staff perthnasol e.e. y Swyddog Iechyd a Diogelwch ynglŷn â chofnodi ac adrodd am ddigwyddiadau yn y gweithdy ac i gael cyngor am arfer da ym maes Iechyd a Diogelwch. .
12. Cynorthwyo Darlithwyr, Goruchwylwyr Sgiliau Ymarferol neu Hyfforddwyr/Aseswyr i gydymffurfio â gweithdrefnau Iechyd a Diogelwch a'u datblygu.
13. Cymryd cyfrifoldeb am ddiogelwch pob maes sy'n gysylltiedig â'r rôl hon yn eitem 1.
14. Paratoi defnyddiau i fyfyrwyr eu defnyddio wrth gael eu hyfforddi a'u hasesu a chynorthwyo Darlithwyr, Goruchwylwyr Sgiliau Ymarferol, Hyfforddwyr/Aseswyr a dysgwyr gyda gweithgareddau ymarferol.
15. Paratoi ardaloedd asesu ac offer ar gyfer asesiadau myfyrwyr yn ôl yr angen.
16. Datgysylltu ymarferion ymarferol ac arbed defnyddiau i'w hailddefnyddio.
17. Gwasanaethu a gwneud gwaith cynnal a chadw ar yr holl beiriannau pŵer symudol a statig gan sicrhau eu bod yn cael eu defnyddio'n effeithiol bob amser gan nodi unrhyw ddiffygion i'r Darlithwyr, Goruchwylwyr Sgiliau Ymarferol neu Hyfforddwyr/Aseswyr.
18. Gwasanaethu a chynnal a chadw'r holl offer a theclynnau bwyty i sicrhau eu bod yn cael eu defnyddio'n effeithiol bob amser.
19. Cadw cofnodion stoc cyfredol o offer a chyfarpar a nwyddau traul ac archebu rhai newydd yn ôl gofyn Darlithwyr, Goruchwylwyr Sgiliau Ymarferol neu Hyfforddwyr/Aseswyr.
20. Cynnal a chadw cofnodion a gwaith monitro ymarferion yn y gweithdy e.e. Iechyd a Diogelwch, yn cynnwys asesiadau risg a digwyddiadau.

21. Dilyn arferion cynnal a chadw da o fewn meysydd cyfrifoldeb; h.y. ardaloedd gwaith, ardaloedd agored, stordai, ayb, sicrhau amgylchedd glân a diogel ar gyfer yr holl fyfyrwyr, staff ac ymwelwyr o fewn eich cyfrifoldeb.
22. Gweithio gydag aelodau eraill o staff i sicrhau disgyblaeth.
23. Cymryd rhan mewn cyfarfodydd, datblygiad staff a digwyddiadau eraill fel y bo'r galw gan y Rheolwr Maes Rhaglen.
24. Goruchwyllo amserlen ddyddiol technegwyr ar brentisiaeth, lle'n briodol, a'u cynorthwyo i gyflawni cymwyseddau angenrheidiol.
25. Cysylltu â Rheolwr y Rhaglen yn gyson ynglŷn ag arferion defnyddio a monitro offer a chyfarpar yn y geginau.
26. Cynnal asesiad risg gweithdy ar unrhyw ddarn newydd o offer neu newid yn arferion a defnydd y geginau
27. Cyflawni unrhyw ddyletswyddau eraill o fewn rheswm ar gais Rheolwr y Maes Rhaglen.

JOB DESCRIPTION

POST TITLE:	CATERING TECHNICIAN
STATUS:	FULL TIME , TERM TIME ONLY
HOURS OF WORK:	37 HOURS PER WEEK
WEEKS PER YEAR:	40 WEEKS PER YEAR
GRADE:	SCALE 3 - £18,330 – £19,628 per annum (£19,980 – £21, 395 on a full year basis)

LINE MANAGEMENT ACCOUNTABILITY TO: Programme Area Manager

INFORMATION ABOUT THE PROGRAMME AREA

The Catering Department, Coleg Meirion Dwyfor, Dolgellau provides high quality training in the local area and received an "Excellent" in the last ESTYN inspection. We are seeking to appoint a technician who will work with young people who have chosen to study catering and hospitality.

JOB PURPOSE

This is an exciting opportunity for anyone with a catering background to support young people. The successful person will support teaching staff and learners in professional training kitchens. The successful candidate will be required to work as a member of the catering team and to ensure that the training kitchens are suitably prepared to ensure an effective learning environment.

MAIN DUTIES AND RESPONSIBILITIES:

1. To assist teaching staff in the preparation, setting up, assisting and clearing and cleaning of a learning area in hospitality and catering
2. Ensure that orders and ingredients are accurate and meet departmental quality standards.
3. Working with the relevant staff, help and advice learners in the selection of suitable components and items in preparation for assessments, projects and competitions, as appropriate.
4. Isolate or quarantine faulty or damaged equipment and make good or order external services to make good the equipment.
5. Check the operation and safety of equipment before commissioning. Commission the equipment and make staff and learners aware that equipment is in use and meets the required regulatory standards.
6. Preparation of materials, equipment and resources for learners' usage as and when requested by Lecturers, Practical Skills Supervisors and Instructors/Assessors.

7. Work closely with employers to develop industry specific training rigs as and when required.
8. Gweithio gyda Rheolwr y Rhaglen a staff perthnasol i weithredu unrhyw newidiadau i drefn y bwyty, cyfleusterau ac offer.
9. Support Lecturers, Practical Skills Supervisors and Instructors/Assessors in the preparation of 'learning rigs'.
10. Ensure on a day-to-day basis that tools, equipment and materials including storage and stacking comply with all safety requirements and those of the Health & Safety at Work Act 1974 and regular Risk Assessment is carried out.
11. Liaise with relevant staff e.g. H&S Officer regarding reporting and recording of workshop incidents and to ascertain general H&S good practice advice.
12. Support Lecturers, Practical Skills Supervisors and Instructors/Assessors in the development and continued compliance of Health and Safety procedures.
13. Assume responsibility for security of all kitchen areas allocated to this role in item 1.
14. Prepare materials for students to use during training and assessment assisting Lecturers, Practical Skills Supervisors, Instructors/Assessors and learners with practical activities.
15. Prepare assessment areas and equipment for student assessment as required.
16. Dismantle practical exercises and salvage material for re-use.
17. Carry out routine servicing and maintenance of all portable power and static machines ensuring their effective use at all times reporting any defects to Lecturers, Practical Skills Supervisors and Instructors/Assessors.
18. Serve and maintain all restaurant equipment and utensils to ensure their effective use at all times.
19. Maintain up to date stock records of tools, equipment and consumables and order new as required by Lecturers, Practical Skills Supervisors and Instructors/Assessors.
20. Maintain documentation recording and monitoring regarding kitchen practices e.g. Health & Safety including risk assessments and incidents.
21. Maintain good housekeeping practice within the areas of responsibility; i.e. working areas, open areas, stores, etc. ensuring a clean safe working environment for all students, staff and visitors within your area of responsibility.
22. Working with other staff to ensure student discipline is maintained.

23. Take part in meetings, staff development & other staff events as requested by the Programme Area Manager.
24. Supervise the daily schedule of apprentice technicians, where allocated, to support them in achieving their required competencies.
25. Liaise with the Programme Manager on a regular basis regarding the implementation and monitoring practices of equipment and apparatus within kitchens.
26. Perform risk assessments for any new equipment and changing kitchen usage and practices.
27. Perform any other duties, which may be reasonably requested by the Programme Area Manager.

TECHNEGYDD - ARLWYO

MANYLEB Y PERSON

	Hanfodol	Dymunol
<i>Cymwysterau</i>	Cymhwyster Lefel 2 mewn Arlwyo neu Lletygarwch Cymhwyster Iechyd a Diogelwch	Cymhwyster Cymorth Cyntaf Trwydded yrru cyfredol neu mynediad i drafnidiaeth. Dealltwriaeth o HACCP
<i>Profiad</i>	3 blynedd neu fwy o brofiad o weithio yn y diwydiant arlwyo	Profiad o weithio mewn gwahanol sefydliadau o fewn y diwydiant arlwyo Profiad o oruchwyllo Profiad o wneud asesiadau risg yn y gweithle
<i>Sgiliau Cyffredinol</i>	Sgiliau rhyngpersonol effeithiol Sgiliau cyfathrebu rhagorol Sgiliau TG effeithiol Sgiliau trefniadol effeithiol Gallu gweithio'n effeithiol fel rhan o dîm	Gallu defnyddio ystod o dechnegau TGD
<i>Priodoleddau Personol</i>	Yn hyblyg ac yn ymatebol i newid Hunan-hyderus Yn frwdfrydig ac a chymhelliant cryf	Ymrwymiad i gymryd rhan mewn rhaglen datblygu staff fel bod angen/priodol
<i>Sgiliau Ieithyddol</i>		Gallu i gyfathrebu'n effeithiol yn y Gymraeg a'r Saesneg

TECHNICIAN – CATERING

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<p>Level 2 qualification in Catering and Hospitality</p> <p>Health and safety Qualifications</p>	<p>First Aid Qualification</p> <p>Current and driving licence or access to other means of transport</p> <p>Understanding of HACCP</p>
Experience	<p>3 or more years of experience of working in the Catering sector.</p>	<p>Experience of working in different establishments within in the hospitality industry</p> <p>Supervisory responsibility</p> <p>Experience of undertaking risk assessments in the workplace</p>
General skills	<p>Effective interpersonal skills</p> <p>Excellent communication skills</p> <p>Effective IT skills</p> <p>Organisational skills</p> <p>Able to work effectively as part of a team</p>	<p>Able to use a range of IT techniques</p>
Personal Attributes	<p>Flexible and responsive to change</p> <p>Self-confident</p> <p>Enthusiastic and self-motivated</p>	<p>Commitment to undertake the Staff Development programme as required/ relevant</p>
Linguistic skills		<p>Ability to communicate effectively in both Welsh and English</p>