

SWYDD DDISGRIFIAD

TEITL Y SWYDD:	TECHNEGYDD STORFEYDD ARLWYO
STATWS:	LLAWN AMSER, 37 AWR YR WYTHNOS 38 WYTHNOS Y FLWYDDYN (YN YSTOD Y TYMOR YN UNIG)
<u>CYFLOG:</u>	3, PWYNTIAU 17 – 20 £17,414 - £18,647 Y FLWYDDYN
LLEOLIAD:	BANGOR

YN ATEBOL I'R: Rheolwr y Maes Rhaglen ym maes Peirianeg

PRIF DDYLETSWYDDAU A CHYFRIFOLDEBAU: Sicrhau bod storfeydd a chyfleusterau Amgylchedd Gwaith Realistig yn gweithio'n effeithlon.

1. Archebu gan gyflenwyr wedi'u cymeradwyo a derbyn, storio, monitro a chydlynu'r holl stoc, sicrhau bod y lefelau stoc yn cael eu cynnal o fewn y gyllideb ar gyfer yr holl sesiynau sy'n gysylltiedig â'r swydd hon.
2. Sicrhau bod archebion yn gywir ac yn bodloni safonau ansawdd yr adran.
3. Derbyn anfonebau a nodiadau credyd, gwiriadau a thrafod anghysonderau â chyflenwyr, cof-nodi'r wybodaeth ofynnol ar system Proactis, cysylltu â'r Adran Gyllid.
4. Goruchwyllo gwerthiant yn unol â gweithdrefnau'r coleg. Cysylltu â'r Rheolwr Rhaglen yn ôl y galw.
5. Goruchwyllo gweithdrefnau cylchdroi stoc, sicrhau cydymffurfiaeth â gofynion Diogelwch Bwyd.
6. Cynnal cofnodion cyfredol a chywir o eitemau stoc.
7. Sicrhau bod dyddiadau a nodau diogelwch ar nwyddau traul a nwyddau eraill yn cael eu gwirio'n ddyddiol, gan weithio gyda'r Technegydd Cegin. (Bydd hyn yn cynnwys cydymffurfiaeth â rheoliadau newydd ar gyfer labelu alergenau).
8. Gweithio gyda staff perthnasol, cynorthwyo a chynghori staff a dysgwyr i ddewis cydrannau ac eitemau addas wrth iddynt baratoi ar gyfer asesiadau, prosiectau a chystadlaethau yn ôl y gofyn.

9. Adrodd unrhyw ddifrod neu nam a ganfyddir yn y gegin, y bwyty a'r siop goffi i Ystadau gan ddefnyddio system electronig y Grŵp.
10. Cofnodi unrhyw offer sy'n cael eu difrodi, eu torri neu'u taflu fel rhan o system reoli stoc, gan weithio gyda'r Technegydd Cegin.
11. Cyfrif stoc yn flynyddol gyda'r Technegydd Cegin gan ddefnyddio system Kitman i gofnodi (mis Mehefin).
12. Paratoi archebion Kitman ar gyfer staff, a phwyso a mesur yn fanwl gywir er mwyn i'r Technegydd Cegin allu dosbarthu archebion i'r meysydd ymarferol fel y bo angen.
13. Gweithio gyda Rheolwr y Rhaglen a staff perthnasol i weithredu unrhyw newidiadau i drefn yr Amgylchedd Gwaith Realistig, cyfleusterau ac offer.
14. Cefnogi staff dysgu i baratoi 'Amgylchedd Gwaith Realistig'.
15. Sicrhau o ddydd i ddydd bod y meysydd ymarferol a'r offer yn cydymffurfio â safonau Iechyd a Diogelwch a bod unrhyw beryglon yn cael eu hadrodd drwy ddefnyddio gweithdrefnau cywir y Grŵp.
16. Cynorthwyo staff dysgu gyda'r datblygiad a pharhad i gydymffurfio â gweithdrefnau Iechyd a Diogelwch.
17. Sicrhau bod y Ddeddf Diogelwch Bwyd, Rheoliadau Hylendid Bwyd a pholisïau'r Grŵp yn cael eu dilyn.
18. Monitro a chofnodi'n ddyddiol dymheredd holl gyfleusterau rhewi, oeri a rhewi nwyddau yn y brif storfa fwyd.
19. Dilyn arferion cynnal a chadw da o fewn meysydd cyfrifoldeb gan sicrhau amgylchedd glân a diogel ar gyfer yr holl fyfyrwyr, staff ac ymwelwyr yn eich maes cyfrifoldeb.
20. Paratoi te, coffi a bwffes ar gyfer digwyddiadau yn ôl y gofyn gan gysylltu'n uniongyrchol â'r Rheolwr Rhaglen.
21. Cymryd rhan mewn cyfarfodydd, datblygiad staff a digwyddiadau eraill fel y bo'r galw gan y Rheolwr Maes Rhaglen.
22. Cyfarfod yn rheolaidd â'r Rheolwr Rhaglen i adolygu gweithrediadau Rheoli Stoc a Gwerthiant.
23. Goruchwyllo amserlen ddyddiol technegwyr ar brentisiaeth a'u cynorthwyo i gyflawni cymwyseddau angenrheidiol.
24. Cyflawni unrhyw ddyletswyddau eraill o fewn rheswm ar gais Rheolwr y Maes Rhaglen.

TECHNEGYDD STORFEYDD ARLWYO

MANYLEB DEILIAD Y SWYDD

	Hanfodol	Dymunol
<i>Cymwysterau</i>	Cymhwyster Lefel 2 mewn ar- lwyo neu lleiafswm o 5 mlyn- edd o brofiad yn y maes Ar- wylo a Chroesawiaeth	Cymhwyster Cymorth Cyntaf Trwydded Yrru lawn Cymhwysterau Iechyd a di- oglewch
<i>Profiad</i>	E egwyddorion gweithio yn y sector arlwyo a lletygarwch	Profiad o weithio mewn gwa- hanol sefydliadau yn y di- wydiant Cyfrifoldebau goruchwyllo yn ardal y gegin, gweithred- iadau a chynnal a chadw. Profiad o gynnal asesiadau risg yn y gweithle.
<i>Sgiliau cyffredinol</i>	Sgiliau rhyngpersonol effeith- iol Sgiliau cyfathrebu rhagorol sgiliau TG effeithiol Sgiliau trefnu Y gallu i weithio'n effeithiol mewn tîm	Gallu i ddefnyddio ystod o sgiliau TGCh
<i>Nodweddion Personol</i>	Hyblyg ac ymatebol i newid Hunanhyderus Brwdfrydig a hunanysgogol	
<i>Sgiliau ieithyddol</i>		Y gallu i gyfathrebu'n effeith- iol yn y Gymraeg a'r Saesneg.

JOB DESCRIPTION

POST TITLE:	CATERING STORES TECHNICIAN
STATUS:	FULL TIME, 37 HOURS PER WEEK 38 WEEKS, (TERM TIME ONLY)
SALARY:	GRADE 3, £17,414 - £18,647 PER ANNUM
LOCATION:	BANGOR

LINE MANAGEMENT ACCOUNTABILITY TO: Programme Area Manager

MAIN DUTIES AND RESPONSIBILITIES: The efficient operation of the stores and Realistic Working Environment facilities

1. Make orders with approved suppliers and receive, store, monitor and coordinate all stock and ensure stock levels are maintained within budget for all sessions allocated to this role.
2. Ensure orders are correct and meet the quality requirements of the department.
3. Receives invoices and credit notes, checks and takes up discrepancies with suppliers, enter the required information into the Proactis system and liaise with the Finance Department.
4. Oversee stores sales adhering to the college procedures. Liaising with the Programme Manager when relevant.
5. Observes stock rotation procedures, ensuring compliance with Food Safety requirements.
6. Maintains up to date and accurate records of all stock items
7. Ensures date and security marking of consumables and non-consumables is carried out daily, working with the kitchen technician. (This will include compliance with the new regulations for labeling allergens).
8. Working with the relevant staff, help and advise staff and learners in the selection of suitable components and items in preparation for assessments, projects and competitions, as appropriate.
9. Report any damage or faults found in the kitchens, restaurant and coffee shop to Estates using the correct electronic Grwp system.

10. Record all items of equipment that are damaged, broken or discarded as part of the stock control system working with the kitchen technician.
11. Undertake annual stock take, recording annually (June) using the Kitman system with the kitchen technician.
12. Prepare Kitman requisitions for staff, accurate weight and measures ready for the kitchen technician to distribute to the practical areas as and when required.
13. Work with Programme Manager and relevant staff to implement any changes regarding Realistic Working Environment layout, facilities and equipment.
14. Support the teaching staff in the preparation of the 'Realistic Working Environment'.
15. Ensure on a day-to-day basis that practical areas and equipment are in line with the Health & Safety standards and any hazards are reported using the correct Grwp procedures.
16. Support the teaching staff in the development and continued compliance of Health and Safety procedures.
17. Ensure that the Food Safety Act, the Food Hygiene Regulations and Grwp policies are met and all relevant procedures are adhered to.
18. Monitor and record the temperature of all refrigerated, chilled and frozen storage facilities within the main food stores daily.
19. Maintain good housekeeping practices within the areas of responsibility, ensuring a clean safe working environment for all learners, staff and visitors within your area of responsibility.
20. Prepare tea, coffee and buffets for functions as required, liaising directly with the Programme Manager.
21. Take part in staff development and other staff events as requested by the Programme Manager.
22. Undertake regular meetings with the Programme Manager to review stores control operations and sales.
23. Supervise the daily schedule of apprentice technicians to support them in achieving their required competencies.
24. Perform any other duties, which may be reasonably requested by the Programme Area Manager.

CATERING STORES TECHNICIAN

PERSON SPECIFICATION

	Essential	Desirable
<i>Qualifications</i>	Level 2 qualification in Catering and Hospitality or minimum of 5 years experience in the catering and hospitality sector	First Aid Qualification Current driving license Health and safety Qualifications
<i>Experience</i>	Experience of working in the catering and hospitality sector	Experience of working in different establishments in the industry Supervisory responsibility in the kitchen area/operations and maintenance Experience of undertaking risk assessments in the workplace
<i>General skills</i>	Effective interpersonal skills Excellent communication skills Effective IT skills Organisational skills Able to work effectively as part of a team	Able to use a range of IT techniques
<i>Personal Attributes</i>	Flexible and responsive to change Self-confident Enthusiastic and self-motivated	
<i>Linguistic skills</i>	Ability to communicate effectively in both Welsh and English	Ability to communicate effectively in both Welsh and English