

MEITHRINFA GYMRAEG DERWEN DEG

(see below for English description)

**Cogydd/es Meithrinfa**: Pwrpas y swydd yw gweithio mewn partneriaeth â’r Rheolwr i sicrhau bod lluniaeth iachus, cytbwys ac amrywiol yn cael ei gynnig i’r plant.

Cyflog: yn ddibynnol ar brofiad a chymwyster.

Oriau: rhan amser.

Dyddiad Cau: 26.06.16 am 12:00.

**Dyletswyddau a chyfrifoldebau:**

Cynllunio a darparu bwydlen i gydfynd â pholisïau’r feithrinfa.

Addasu’r fwydlen i ofalu am anghenion deietegol a meddygol plant.

Sicrhau gwisg addas, glân a defnyddio ffedogau a.y.y.b.

Cynnal a chadw gweithdrefnau a chofnodion angenrheidiol e.e. tymheredd bwyd, oergell a rhewgell.  
Anelu at a chynnal sgôr hylendid bwyd uchel gan gydymffurfio â rheoliadau Asiantaeth Safonau Bwyd.

Sicrhau glendid y gegin gan gynnwys waliau, lloriau, troli a.y.y.b.

Gweini bwyd yn ddiogel ac ar amser.

Storio bwyd yn ddiogel.

Rheoli’r defnydd o fwyd yn ddiogel.

Defnyddio, cynnal a chadw a cymeryd cyfrifoldeb o offer a pheiriannau’r gegin.

Cyfeirio unrhyw ddiffygion offer neu adeilad er mwyn iddynt gael sylw yn gyflym.

Gwirio stoc a hysbysu’r Rheolwr pan fydd angen mwy.

Llunio rhestr siopa wythnosol i gydfynd â’r fwydlen a gweithgareddau’r feithrinfa.

Bod yn gyfrifol am Ddadansoddi Peryglon a Phwynt Rheoli Critigol (HACCP) a diweddaru Asesiadau Risg mewn partneriaeth â’r Rheolwr.

Bod yn gyfrifol am weithio mewn modd diogel gan dderbyn a dilyn polisïau a gweithdrefnau’r feithrinfa e.e. iechyd a diogelwch.

Arwyddo i mewn ac allan a chwblhau unrhyw waith papur gofynol.

**Gwybodaeth/Cymwysterau:**\*gwiriad Gwasanaeth Datgeliad a Gwahardd DBS.

\*tystysgrif hylendid bwyd.

\*cymhwyster NVQ2/3 mewn Paratoi Bwyd/Arlwyaeth neu Dystysgrif City & Guilds 706/1 a 706/2yn angenrheidiol.

**Profiad:**Profiad o weithio fel cogydd/es mewn meithrinfa yn ddymunol.

Rhaid hefyd fod yn barod i fynd ar gyrsiau fel bo angen; datblygu a chynnal perthynas dda â gweddill staff y feithrinfa ac ymgymryd â dyletswyddau a chyfrifoldebau rhesymol sy’n cyfateb i’r lefel cyflog er lles y feithrinfa.

**Nid yw’r swydd ddisgrifiad hwn yn restr gyflawn o ddyletswyddau’r swydd. Mae’r feithrinfa yn cadw’r hawl, yn dilyn ymgynghori’n briodol gyda chi, i amrywio eich dyletswyddau a’ch cyfrifoldebau yn unol a’ch graddfa cyflog a’ch gallu galwedigaethol er mwyn ymateb i newidiadau yn anghenion y gwasanaeth.**

**Lleoliad:** Meithrinfa Gymraeg Derwen Deg, Plas Tre Marl, Broad Street, Cyffordd Llandudno, Conwy. LL31 9HL

**Dyddiad cau:** Cwblhewch ffurflen gais a’i hanfon at Llinos Hughes i’r cyfeiriad uchod erbyn 12:00 10/03/2017

Am fwy o wybodaeth cysylltwch â Llinos Hughes, Rheolwraig y Feithrinfa 01492 203398 neu

rheolwr@derwendeg.cymru



MEITHRINFA GYMRAEG DERWEN DEG

**Nursery Chef:** This role works in partnership with the Manager to ensure that healthy, balanced and varied meals and refreshments are offered to the children.

Salary: depending on experience and qualifications

Hours: Part time.

Closing Date: 26/06/16 at 12:00.

**Duties and responsibilities:**

Menu planning and delivery to coincide with the nursery’s policy.

Adapt the menu to complement dietary and medical requirements of the children.

Maintain appropriate, clean clothing and proper use of aprons etc.

Ensure that required procedures and records are kept current e.g. food temperature, fridge and freezer.

Maintain a high food hygiene rating and compliance with FSA regulations.

Ensure kitchen cleanliness including walls, floors, trolley etc.

Ensure food is served safely and in a timely manner.

Food is stored safely.

Ensure food is handled safely.

Use, maintain and take responsibility of the equipment and machinery in the kitchen.

Refer back any equipment or building defect to ensure prompt attention is given to them.

Check stock and notify the Manager further stock is required.

Compile a weekly shopping list to accompany the menu and nursery’s activities.

Be responsible for Hazard Analysis and Critical Control Point (HACCP) and update risk assessments in partnership with the manager.

Be responsible for working in a safe manner by accepting and following the nursery’s policies and procedures e.g. Health and safety.

Sign in and out and complete any required paperwork.

Rhaid hefyd fod yn barod i fynd ar gyrsiau fel bo angen; datblygu a chynnal perthynas dda â gweddill staff y feithrinfa ac ymgymryd â dyletswyddau a chyfrifoldebau rhesymol sy’n cyfateb i’r lefel cyflog er lles y feithrinfa.

**Knowledge / Qualifications:**

\* Disclosure and Barring Service check DBS.

\* Food hygiene certificate.

\* Qualification NVQ2 / 3 in Food Preparation / Catering or Certificate City & Guilds 706/1 and 706 / 2YN necessary.

\* Fluency in the Welsh language is desirable

**Experience:**

Experience of working as a nursery cook is desirable.

Must also be prepared to attend courses as necessary; develop and maintain good relations with the rest of the nursery staff and undertake reasonable duties and responsibilities which equates to the salary level for the benefit of the nursery.

**This job description is not a complete list of duties. The nursery reserves the right, after appropriate consultation with you, to vary your duties and responsibilities with your grade and occupational competence in order to respond to the changing needs of the service.**

**Location**: Meithrinfa Gymraeg Derwen Deg, Plas Tre Marl, Broad Street, Llandudno Junction, Conwy. LL31 9HL

**Deadline**: Complete the application form and send it to Llinos Hughes at the above address by 12:00 10/03/2017

For more information contact Llinos Hughes, Nursery Manager on 01492 203398 or [rheolwr@derwendeg.cymru](mailto:rheolwr@derwendeg.cymru)

