

**Swydd Cogydd,**

**Canolfan Iaith a Threftadaeth Cymru, Nant Gwrtheyrn**  
**Llithfaen, Gogledd Cymru**

Oes ganddoch chi'r angerdd a'r brwdfrydedd i baratoi a darparu prydau bwyd o'r ansawdd gorau mewn lleoliad arbennig iawn yng Ngogledd Orllewin Cymru?

Mae tîm Arlwyo Nant Gwrtheyrn yn chwilio am Gogydd profiadol ac uchelgeisiol, sydd wedi arfer cynnal y safonau gorau posib yn y maes arlwyo.

Beth am ymuno â'r tîm yng Nghanolfan Iaith a Threftadaeth Cymru, Nant Gwrtheyrn – canolfan sydd yn darparu cyrsiau iaith Gymraeg, yn cynnal priodasau a chynadleddau ac yn denu ymwelwyr dyddiol i fwynhau'r lleoliad, y tirwedd a hanes yr ardal. Mae'r tîm arlwyo yn paratoi bwyd i holl ddefnyddwyr y Nant.

Beth sydd ganddoch chi i'w gynnig?

'Rydan ni'n gobeithio y bydd ganddoch chi'r gallu i weithio dan bwysau mewn cegin brysur, yr awydd i weithio gyda thîm sy'n darparu amrywiaeth eang o brydau a'r angerdd i gynnig y gwasanaeth arlwyo gorau bosib i'n cwsmeriaid - gyda gwên ar eich wyneb.

Beth sydd ganddom ni i'w gynnig?

Cyflog cystadleuol a thelerau gwaith teg, cynllun pensiwn, llety os oes angen - a'r pleser pur o weithio mewn lleoliad trawiadol ac arbennig iawn gyda thîm llawn talent.

I ymgeisio neu i holi am rhagor o wybodaeth cysylltwch â Shan Banfield, Arweinydd Tîm Arlwyo ar:

[arlwyo@nantgwrtheyrn.org](mailto:arlwyo@nantgwrtheyrn.org) neu 01758 719578

## Disgrifiad Swydd – Cogydd

### Y SWYDD

<b>Swydd:</b>	Cogydd
<b>Adran:</b>	Adran Arlwyo, Canolfan Nant Gwrtheyrn
<b>Lleoliad:</b>	Byddwch yn gweithio yng Nghanolfan Iaith a Threftadaeth Cymru, Nant Gwrtheyrn, Llithfaen, Pwllheli, Gwynedd, LL53 6NL ond disgwylir i chi deithio o dro i dro yn ôl yr angen.
<b>Cytundeb:</b>	Parhaol
<b>Cyflog:</b>	I'w drafod
<b>Cyfnod Prawf:</b>	6 mis
<b>Oriau Gwaith:</b>	I'w drafod
<b>Atebol i:</b>	Arweinydd Tîm Arlwyo

#### **Prif gyfrifoldeb:**

Darparu pryddau yn unol â safonau rhagnodedig er mwyn sicrhau gwasanaeth arlwyo proffesiynol ac effeithiol i holl gwsmeriaid y Nant ac yn unol â'r safonau a bennwyd gan y Nant.

## **Dyletswyddau:**

- Bod yn rhan o dîm sydd yn hyrwyddo a chreu profiad bwyta Cymreig o fewn cyd-destun amcanion Nant Gwrtheyrn
- Coginio ar gyfer amrywiaeth o gwsmeriaid a chleientiaid a darparu bwyd o ansawdd a safon uchel.
- Darparu prydau i bobl gyda deietau arbennig yn ôl y gofyn
- Bod yn rhan o'r tîm cogyddion yn creu bwydlenni diddorol , apelgar ar gyfer traws-doriad o gwsmeriaid .
- Sicrhau bod y safonau disgwylidig ar gyfer gwasanaethu bwyd ynghyd â gofal a gwasanaeth cwsmer yn cael eu darparu
- Sicrhau bod y Nant yn cyrraedd safonau Diogelwch Bwyd ac Iechyd yr Amgylchedd.
- Cynorthwyo a chynnal hylendid y gegin a'r offer, yr ystafell fwyta, y storfeydd a.y.b. yn unol â chyfarwyddiadau'r Arweinydd Arlwyo
- Mynd ar gyrsiau penodol yn ôl y gofyn
- Cydweithio gyda'r Arweinydd Arlwyo i archebu cyflenwadau
- Cyfrannu tuag at waith tîm yr adran Arlwyo i reoli costau a lleihau gwastraff
- Ymgymryd â hyfforddiant datblygiad personol, gan gynnwys y tu allan i oriau gwaith yn ôl yr angen.
- Mynychu cyfarfodydd yr adran arlwyo yn rheolaidd
- Unrhyw waith rhesymol arall (e.e. gosod a chlirio byrddau).

## MANYLEB PERSON

	<b>Hanfodol</b>	<b>Dymunol</b>
<b>Cymwysterau</b>	NVQ Lefel 2 & Lefel 3 mewn Darparu Bwyd. Tystysgrif Hylendid Bwyd lefel Canolig (Intermediate).	
<b>Profiad</b>	Profiad o baratoi bwyd i amrywiaeth o gwsmeriaid  Profiad o weithio o fewn cyllideb a therfynnau amser.	Profiad o weithio mewn cegin brysur a pharatoi bwyd ar gyfer cynulleidfa fawr
<b>Gwybodaeth</b>	Gwybodaeth am safonau ac arferion gwaith arlwyo  Gwybodaeth am safonau bwyd  Gwybodaeth am lechyd a Diogelwch bwyd.	
<b>Sgiliau</b>	Sgiliau cyflwyno bwyd a choginio cryf.  Y gallu i weithio o fewn tîm.  Y gallu i gyfathrebu drwy gyfrwng y Gymraeg a'r Saesneg  Y gallu i weithio mewn modd trefnus a hyblyg.  Y gallu i weithio heb oruchwyliaeth mewn awyrgylch prysur.  Hyblygrwydd o fewn cyfundrefn cegin brysur .	Y gallu i weithio'n gyflym o dan bwysau

<b>Agwedd</b>	<p>Gallu i ddelio gyda chwsmeriaid mewn modd cyfeillgar ar bob adeg er mwyn creu awyrgylch croesawgar a chartrefol.</p> <p>Y gallu i fod yn amyneddgar ac yn foesgar wrth ddelio gyda chwsmeriaid.</p> <p>Parodrwydd tuag at ddatblygu a dysgu sgiliau newydd.</p> <p>Yn onest ac yn ddibynadwy.</p> <p>Agwedd hyblyg o ran gweithio oriau anghymdeithasol, newid shifftiau ar fyr rybudd a.y.b.</p> <p>Yn daclus ac yn weddus wrth gynrychioli'r Nant.</p>	
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## MANYLION ERAILL

<b>Iechyd:</b>	Disgwylir i staff newydd gwblhau ffurflen asesiad cyflwr meddygol.
<b>Pensiwn:</b>	Gwelir y Llythyr Cynnig Swydd
<b>Gwyliau:</b>	Gwelir y Llythyr Cynnig Swydd
<b>Hyfforddiant:</b>	Mae'r Nant yn credu'n gryf mewn cynnig hyfforddiant i ddatblygu staff a byddwn yn cefnogi'r unigolyn i wella sgiliau a chymwysterau.

## **Chef's post,**

### **Nant Gwrtheyrn Welsh Language and Heritage Centre** **Llithfaen, North Wales**

**Do you have the passion and enthusiasm to prepare and deliver the best quality meals in a very special location in North West Wales?**

**The Nant Gwrtheyrn Catering team is looking for an experienced and ambitious Chef, who is used to maintaining the best possible standards in the catering field.**

**Why not join the team at the Welsh Language and Heritage Centre, Nant Gwrtheyrn - a centre that provides Welsh language courses, hosts weddings and conferences and attracts daily visitors to enjoy the location, the landscape and the history of the area. The catering team prepares food for all users of the Nant.**

**What do you have to offer?**

**We hope that you will have the ability to work under pressure in a busy kitchen, the desire to work with a team that provides a wide variety of meals and the passion to offer the best possible catering service to our customers - with a smile on your face.**

**What do we have to offer?**

**A competitive salary and fair working terms and conditions, pension scheme, accommodation if required - and the pure enjoyment of working in an iconic and very special location with a talented team.**

**To apply or to ask for more information contact Shan Banfield, Catering Team Leader, at:**

**[arlwyo@nantgwrtheyrn.org](mailto:arlwyo@nantgwrtheyrn.org) or 01758 719578**

**Job Description, Chef**

## The Role:

<b>Post:</b>	<b>Chef</b>
<b>Team:</b>	Catering Team, Nant Gwrtheyrn
<b>Location:</b>	You will be based at the Nant Gwrtheyrn Welsh Language and Heritage Centre in Llithfaen, Pwllheli, Gwynedd, LL53 6NL but will be expected to travel occasionally if required.
<b>Contract:</b>	Permanent
<b>Salary:</b>	To be discussed
<b>Probation period:</b>	6 months
<b>Hours:</b>	To be discussed
<b>Line management:</b>	Team Leader, Catering

### **Main Responsibilities:**

To provide meals in accordance with prescribed standards in order to ensure a professional and effective catering service for all Nant Gwrtheyrn customers and in accordance with the standards set by Nant Gwrtheyrn.

**Duties:**

- To be part of a team that promotes and creates a Welsh dining experience within the context of Nant Gwrtheyrn's objectives
- To cook for a variety of customers and clients and provide food of high quality and standard.
- To provide meals for people with special dietary requirements as requested
- To be part of the catering team creating interesting, appealing menus for a cross-section of customers.
- Ensure that the expected standards for serving food, together with customer care and service are provided
- Ensure that the Nant meets Food Safety and Environmental Health standards.
- To assist and maintain the hygiene of the kitchen and equipment, the dining room, the stores etc. in accordance with the instructions of the Catering Leader
- Attend specific courses as required
- Work with the Catering Leader to order supplies
- Contribute towards the Catering department's team efforts to control costs and reduce waste
- Undertake personal development training, including out of hours as required.
- Attend catering department meetings regularly
- Any other reasonable work (eg setting and clearing tables).



## PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	NVQ Level 2 & Level 3 Food Preparation and Cooking. Food Hygiene (Intermediate).	
<b>Experience</b>	Experience of preparing food for a variety of customers  Experience of working within budgets and deadlines.	Experience of working in a busy kitchen and preparing food for substantial numbers of customers
<b>Knowledge</b>	Knowledge of catering work standards and practices  Knowledge of food standards  Knowledge of Health and Food Safety.	
<b>Skills</b>	Strong food presentation and cooking skills.  The ability to work within a team.  The ability to communicate through the medium of Welsh and English  The ability to work in an organised and flexible manner.  Ability to work unsupervised in a busy environment.  Flexibility within a busy kitchen system.	The ability to work quickly under pressure

<b>Attitude</b>	<p>Ability to deal with customers in a friendly manner at all times in order to create a welcoming and homely atmosphere.</p> <p>The ability to be patient and polite when dealing with customers.</p> <p>Willingness to develop and learn new skills.</p> <p>Honest and reliable.</p> <p>A flexible approach to working unsociable hours, changing shifts at short notice etc.</p> <p>Neat and presentable whilst representing the Nant.</p>	
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**OTHER DETAILS:**

<b>Health:</b>	Newly appointed staff are expected to complete a health assessment questionnaire
<b>Pension:</b>	See Job Offer Letter
<b>Leave:</b>	See Job Offer Letter
<b>Training:</b>	Nant Gwrtheyrn strongly believes in offering training to develop staff and we will support the individual to improve skills and qualifications.