

## *Come and join the team!*

### ADVERT

**ROLE TITLE:** Old Station Tea Room Supervisor

**ADVERT TEXT:**

We are looking for a customer-focussed individual who is passionate about people, food and service.

You will have previous experience of working with the public and of managing and working in a food preparation area; familiar with stock ordering; menu planning; unit pricing, and responsible for a team of catering assistants.

You will hold the relevant food hygiene certificates and have relevant experience and knowledge on safe working, health and safety, food hygiene standards and allergen regulations. The successful candidate should hold, or be willing to obtain a Personal Licence covering alcohol sales.

**POST ID:** ENTATT14

**LOCATION:** Old Station Tintern Tea Room

**GRADE:** BAND D (£20,903.00 - £22,627.00) pro rata

**HOURS:** 37 hours per week (35 weeks between March and Mid November: Season operates 1<sup>st</sup> April – 31<sup>st</sup> October

**TEMPORARY:** No

**WORK PATTERN:** 5 day working week 37 hours. Hours to include daytime and regular weekend working.

**DISCLOSURE AND BARRING SERVICE (DBS) CHECK:**

No DBS Required for this post

**CLOSING DATE:** 5PM ON 20/01/2022

**Additional Information**

**Please note that we are not able to accept CVs**

To apply for this post please complete the online application form which can be found on the following page:

<https://www.monmouthshire.gov.uk/jobs-employment/>

Applications may be submitted in Welsh, and that an application submitted in Welsh will not be treated less favourably than an application submitted in English.

All posts are open to job-share unless stated otherwise.

Monmouthshire County Council is:-

- an equal opportunities employer and welcomes applications from all sections of the community.
- a disability confident committed employer.
- an Armed Forces friendly employer.
- Autism aware and committed to removing barriers to employment
- committed to supporting young people who leave our care to access new opportunities and gain experience.

## ROLE PROFILE

**ROLE TITLE:** Old Station Tea Room Supervisor

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**GRADE:** BAND D (£20,344.00 - £22,021.00) pro rata

**HOURS:** 37 hours per week (35 weeks between March and Mid November: Season operates 1<sup>st</sup> April – 31<sup>st</sup> October)

**TEMPORARY:** No

**WORK PATTERN:** 5 day working week 37 hours. Hours to include daytime and regular weekend working.

**LOCATION:** Old Station Tintern Tea Room which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

**DISCLOSURE AND BARRING SERVICE (DBS) CHECK:**

No DBS Required for this post

**RESPONSIBLE TO:** Site Lead, Old Station Tintern

**WELSH LANGUAGE ASSESSMENT:**

Welsh language skills are desirable

**SAFEGUARDING:**

Child and Adult Safeguarding are key priorities for the Council. We aim to support children and adults at risk to be as safe as they can and to fulfil their potential. All Council employees and volunteers are responsible for playing their part in the well-being, safety and protection of children and adults at risk. All employees and volunteers will be trained to the appropriate level of safeguarding and have a duty to fulfil their personal responsibilities for safeguarding.

## **MONLIFE....Who are we?**

MonLife is a service group that delivers leisure, youth and outdoor activities, countryside, tourism, destination development, arts, museums and attractions. We provide leisure services from 4 sites within Monmouthshire and offer outdoor activities at 1 site. We have 7 sites which incorporate our heritage attractions, including Old Station, Tintern and museums and also promote tourism information and offer some of the most impressive buildings with historical interest and activities to engage all ages. Countryside services oversee a large countryside access network and sites to provide outdoor experiences for communities and visitors alike.

## **The Purpose of this Role:-**

To work with the Site Lead at Old Station Tintern to ensure best outcomes for a visitor experience and to plan and deliver high quality café offer and supervise café staff.

## **Your responsibilities are to:-**

- To provide a positive visitor experience, providing high quality food and beverages, ensuring that a high level of customer care is provided at all times;
- To lead, develop and motivate a team of catering assistants to achieve excellent standards of service;
- Experience of preparing and baking cakes and pastries and food preparation for sale to the public;
- To prepare and ensure the Tea Room in readiness for opening hours and ensure service and seating areas are cleared and cleaned before opening / closing when necessary;
- To produce rota's for catering staffing team and to ensure the appropriate staffing levels are maintained at all times;
- To ensure high levels of safety and hygiene and allergen records are maintained, keeping all necessary records and ensuring all hygiene procedures are followed at all times including training and ongoing upskilling of the staff team;
- To carry out administrative duties such as stock ordering; menu / product pricing stock takes; menu preparing; sourcing local produce; customer surveys; till reconciliations and banking in accordance with Monmouthshire County Council's financial procedures;
- To maintain satisfactory stock levels and adhere to stock rotation principles, and assist in the physical movement of stock;
- To work as part of a team on the Old Station site; responding to customer feedback and recording as appropriate;
- To support the Site Lead to ensure that the standards and welcome at the site are upheld and visitors have an excellent experience;
- To keep full and accurate records in accordance with MCC requirements and procedures including IT based systems;
- Have a commitment to supporting individuals that volunteer for our services;
- To actively support and implement the principles and practices of equal opportunity as laid down in the Council's Equal Opportunities Policy;

- To carry out any duties and responsibilities required under the GDPR Data Protection Act 2018, in particular, to take reasonable care that no loss or disclosure of personal data occurs;
- To uphold and comply with the statutory provisions of the Health and Safety Work Regulations 1999, The Wales Safeguarding processes 2020 and any other relevant Council policies relating to Safeguarding and Health and Safety;
- This post carries with it at times, unsociable hours, evening and weekend work to meet the needs of the service.

**Here's what we can provide you with:-** We are set in a beautiful rural community and we may be small but we are a highly ambitious authority.

A closer look at MonLife will uncover a network of high performing teams that are committed to deliver high quality services that are creative, innovative, not afraid to take risks to try new things and puts the needs of our communities health and wellbeing at the heart of our delivery. Our team members enjoy a stable environment that allows space to think and promotes an innovative approach to mind, body and soul.

This combines with an extensive list of benefits and commitment to the continual development of every member of the service makes Monmouthshire a great place to work.

**What else you need to know.....Monmouthshire Values are:**

- Openness: We aspire to be open and honest to develop trusting relationships.
- Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.
- Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.
- Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

And this role, will work with Monmouthshire to achieve these.

## Person Specification

**How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-**

### **Welsh Desirable.**

You may be required to learn or improve your existing skills through attending staff Welsh language training funded by the council. This will be implemented if a need for Welsh language skills in the role arises.

### **In addition:**

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

<b>Requirements</b>	<b>Essential / Desirable</b>	<b>Method of Assessment</b>
<b>Education and Professional Qualifications:</b> Good grades in core subjects including ICT;  Hold a Food Hygiene Certificate or a willingness to undertake suitable training to Level 3.	Essential	Application form and interview
	Desirable	Application form and interview
<b>Experience:</b> Previous experience of working with the public in a busy customer facing role;  Experience of baking fresh cakes and food preparation;  Evidence of increasing income and generating new business opportunities within catering;  Demonstrated experience of working off own initiative and working within team environment;  Experience of using an EPOS system; stock control; ordering; unit pricing; creating menus;  Experience of supervising a small team;	Essential	Application form and interview
	Essential	Application form and interview
	Desirable	Application form and interview
	Essential	Application form and interview
	Essential	Application form and interview
	Essential	Application form and interview



<b>Skills, Abilities and Behaviours:</b>		
Good written, verbal and interpersonal communication skills with a wide range of audiences;	Desirable	Application form and interview
Effective and courteous communication skills, especially with the general public;	Desirable	Interview
Ability to meet deadlines in a sometimes challenging environment where resources can have competing demands;	Desirable	Interview
An understanding of Environmental Health and Health and Safety principles;	Desirable	Interview
Understanding of safeguarding and child protection policies;	Desirable	Interview
<b>Other:</b>		
Able to be independently mobile within a geographical area.	Essential	Interview
Commitment to seasonal work on monthly paid permanent contract	Essential	Interview

**Should you require any further information regarding this post, please contact:  
Gareth Llewellyn 07817 825102**

**Closing Date: 5PM ON 20/01/2022**



monmouthshire  
sir fynwy

## WELSH LANGUAGE SKILLS FRAMEWORK

LEVEL 1			
<p><i>Can understand basic everyday phrases if the speaker talks slowly and clearly and is willing to help. Can introduce yourself and others and can ask and answer questions regarding basic information, e.g. individual asking to see someone, where is the xxx meeting, toilet etc. Can transfer phone calls pass on a simple message or make a straightforward request, e.g. via e-mail.</i></p>			
UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> <li>➤ Can understand simple questions: where is the xxx meeting, where is the toilet, who is the person they wish to see. Can understand who to transfer a phone call to etc,</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can pronounce place names and personal names correctly.</li> <li>➤ Can greet individuals face to face or over the phone</li> <li>➤ Can open and close a conversation or open and close a meeting.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can read short sentence, e.g. basic signs, simple instructions, agenda items, simple information on forms</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can open and close an e-mail or letter</li> <li>➤ Can write personal names, place names, job titles</li> <li>➤ Can write a simple message to a colleague on paper or e-mail, e.g. such and such has called.</li> </ul>
LEVEL 2			
<p><i>Can understand sentences when people talk about everyday situations, e.g. simple personal and family information. Can hold a basic conversation with someone to obtain or exchange straightforward information, e.g. discuss how a person is feeling; something which has happened; simple plan for the future. Can write and read messages in letters or e-mails describing familiar issues and written in short sentences.</i></p>			
UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> <li>➤ Can understand when people speak slowly about everyday situations, e.g. providing personal information, talking about what they have been doing, what they would like to do, how they feel general</li> <li>➤ Can understand when people ask you do something</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can communicate simple information or ask common questions, e.g. to acquire information from an individual</li> <li>➤ Can use Welsh to get to and emphasise with the individual but not able to conduct the entire conversation or session in Welsh</li> <li>➤ Can hold a short conversation with an individual or exchange relatively straightforward information</li> <li>➤ Can contribute to a meeting, but need to revert to English for specialist terms.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can read short message and certain letters or e-mails, e.g. those which make a request or ask you to pass on a message</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can write a short message to a colleague asking a question, thanking her/him, explaining something, e.g. time and place of a meeting</li> <li>➤ Can write a short letter or e-mail to arrange an appointment</li> </ul>
LEVEL 3			
<p><i>Can understand the main points when an individual or colleague is talking about familiar subjects, e.g. during a conversation or small group meeting. Can hold extended conversations with fluent speakers about familiar subjects involving everyday work. Can describe experiences and events and provide concise explanations and reasons for opinions and plans. Can read articles, letters or e-mails about general subjects. Can write letters or e-mails about most subjects, e.g. requesting something; providing information; inviting somebody or organising an event.</i></p>			



UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> <li>➤ Can understand individuals and colleagues when exchanging information or discussing plans, if the subject is familiar.</li> <li>➤ Can understand a discussion at a meeting if the subject is familiar.</li> <li>➤ Can understand individuals and colleagues in a familiar situation or in everyday conversation.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can take part in most conversations with colleagues about work and plans if the vocabulary is not too technical.</li> <li>➤ Can hold a conversation with an individual or exchanging relatively straightforward information.</li> <li>➤ Can contribute to a meeting but need to revert to English for specialist terms.</li> <li>➤ Can adapt the style of language to suit the audience.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can understand most e-mail messages or letters concerning day to day work.</li> <li>➤ Can guess the meaning of a word based on context if the subject is familiar.</li> <li>➤ Can read a simple, straightforward article in a newspaper or magazine types of written material.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can write a letter or e-mail to an individual, or colleague about most topics in order to request something; provide an explanation; describe an experience or situation; invite people or organise an event.</li> <li>➤ Can write relatively accurately when drafting a short information leaflet or poster in Welsh as required.</li> </ul>

**LEVEL 4**

*Can usually follow most conversations or discussions, even on unfamiliar topics, Can talk confidently with fluent speakers about familiar subjects relating to work, and an express an opinion, take part in discussion, and talk extensively about general topics, e.g. in meetings or one-to-one situations with individuals. Can understand most correspondence, newspaper articles and reports intended for fluent speakers with the aid of Welsh language resources and can scan long texts to find details. Can complete forms and write reports relating to work and respond accurately.*

UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> <li>➤ Can follow most conversations and discussions with individuals or colleagues even if the subject matter is unfamiliar.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can contribute effectively to internal and external meetings in a work context.</li> <li>➤ Can converse comfortably with individuals and exchange information as required.</li> <li>➤ Can argue for and against a specific case.</li> <li>➤ Can chair meetings and answer questions from the chair confidently.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can read most correspondence and scan long texts to find details.</li> <li>➤ Can understand most newspaper articles and reports with the aid of a dictionary.</li> <li>➤ Can understand texts, unless written in a very formal or colloquial form.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can produce correspondence of all types, short reports, documents and literature with support of Welsh language translation aids eg. Cysgeir, cysill.</li> </ul>

**LEVEL 5**

*Can understand everything that is being said. Can talk extensively about complex issues, presenting difficult information and can facilitate and summarise extended or complex discussions. Can summarise information from different sources (orally and in writing) and present it in a coherent way. Can express themselves spontaneously, fluently and in detail, adapting the language to suit the audience.*

UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> <li>➤ Can follow all conversations and discussions with individuals or colleagues.</li> <li>➤ Can understand the ambiguity and nuance of language.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can express yourself fully in detail, even when discussing complex issues.</li> <li>➤ Can adapt the style and register of your language to suit the audience.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can read and understand almost all written texts without difficulty, referring to a dictionary occasionally.</li> <li>➤ Can read long texts to find relevant details and can understand most types of written material.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can write reports in a clear style appropriate to the reader with the support of electronic language aids.</li> <li>➤ Can write formal or informal Welsh as required.</li> <li>➤ Can write a range of documents accurately and with confidence.</li> </ul>



## Dewch i ymuno gyda'r tîm!

### HYSBYSEB

**TEITL Y RÔL:** Goruchwylydd y Parlwr Te, Yr Hen Orsaf

**COPI AR GYFER YR HYSBYSEB:**

Rydym yn chwilio am unigolyn sydd yn medru ffocysu ar gwsmeriaid ac yn angerddol am bobl, am fwyd ac am ddarparu gwasanaeth.

Bydd profiad blaenorol gennych o weithio gyda'r cyhoedd a'n rheoli gweithio mewn maes yn paratoi bwyd' byddwch yn gyfarwydd gydag archebu stoc; cynllunio bwydlenni; prisiau unedau ac yn gyfrifol am dîm o gynorthwywyr arlwyo.

Byddwch yn meddu ar dystysgrifau hylendid bwyd perthnasol a'r profiad a'r wybodaeth berthnasol am weithio'n ddiogel, iechyd a diogelwch, safonau hylendid bwyd a rheoliadau alergedd. Dylai'r ymgeisydd llwyddiannus feddu, neu fod yn barod i weithio tuag at sicrhau trwydded bersonol ar gyfer gwerthu alcohol.

**RHIF ADNABOD Y SWYDD:** ENTATT14

**LLEOLIAD:** Y Parlwr Te, Yr Hen Orsaf, Tyndyrn,

**GRADD:** BAND D (£20,903.00 - £22,627.00) pro rata

**ORIAU:** 37 awr yr wythnos (35 wythnos rhwng Mawrth a Chanol Tachwedd; mae'r tymor rhwng 1<sup>af</sup> Ebrill - 31<sup>ain</sup> Hydref)

**DROS DRO:** Na

**PATRW M GWAITH:** 5 diwrnod yr wythnos 37 awr. Bydd oriau yn cynnwys gweithio yn ystod y dydd ac ar y penwythnos.

**GWIRIAD GAN Y GWASANAETH DATGELU A GWAHARDD (DBS):**

Nid oes angen gwiriad DBS ar gyfer y rôl hon.

**DYDDIAD CAU:** 5PM ON 20/01/2022

**Gwybodaeth Ychwanegol**

**Gofynnir i chi nodi na allwn dderbyn CV**

Er mwyn gwneud cais am y rôl hon, cwblhewch y ffurflen gais ar-lein sydd ar gael ar y dudalen ganlynol:

<https://www.monmouthshire.gov.uk/jobs-employment/>

Mae modd cyflwyno ceisiadau yn y Gymraeg, ac ni fydd cais a gyflwynir yn y Gymraeg yn cael ei drin yn llai ffafriol na chais a gyflwynir yn Saesneg,

Mae modd rhannu'r holl swyddi os na nodir fel arall.

Mae Cyngor Sir Fynwy yn:-

- cyflogwr cyfle cyfartal ac yn croesawu ceisiadau gan bob rhan o'r gymuned .
- cyflogwr sydd wedi ymrwymo i fod yn hyderus o ran anabledd
- cyflogwr sydd yn gyfeillgar i'r Lluoedd Arfog
- ymwybodol o Awtistiaeth ac wedi ymrwymo i ddileu unrhyw rwystrau at gyflogaeth
- ymrwymo i gefnogi pobl ifanc sydd yn gadael ein gofal i gael cyfleoedd newydd a phrofiad.

## PROFFIL Y RÔL

**TEITL Y RÔL:** Goruchwylydd y Parlwr Te, Yr Hen Orsaf

**RHIF ADNABOD Y SWYDD:** ENTATT14

**GRADD:** BAND D (£20,344.00 - £22,021.00) pro rata

**ORIAU:** 37 awr yr wythnos (35 wythnos rhwng Mawrth a Chanol Tachwedd; mae'r tymor rhwng 1<sup>af</sup> Ebrill - 31<sup>ain</sup> Hydref)

**DROS DRO:** Na

**PATRWM GWAITH:** 5 diwrnod yr wythnos 37 awr. Bydd oriau yn cynnwys gweithio yn ystod y dydd ac ar y penwythnos.

**GWIRIAD GAN Y GWASANAETH DATGELU A GWAHARDD (DBS):**

Nid oes angen gwiriad DBS ar gyfer y rôl hon.

**YN ATEBOL I:** Goruchwylydd y Parlwr Te, Yr Hen Orsaf, Tyndyrn

**ASESIAD O'R GYMRAEG:**

Sgiliau yn y Gymraeg yn ddymunol

**DIOGELU:**

Mae Diogelu ac Amddiffyn Plant ac Oedolion yn flaenoriaethau allweddol i'r Cyngor. Ein nod yw cefnogi plant ac oedolion sydd mewn perygl i fod mor ddiogel ag y gallant ac i gyflawni eu potensial. Mae holl weithwyr a gwirfoddolwyr y Cyngor yn gyfrifol am chwarae rhan yng ngwaith lles, diogelu ac amddiffyn plant ac oedolion sydd mewn perygl. Bydd yr holl weithwyr a gwirfoddolwyr yn cael eu hyfforddi i'r lefel briodol o ddiogelu ac mae ganddynt ddyletswydd i gyflawni eu cyfrifoldebau personol dros ddiogelu.

**MONLIFE....Pwy ydym ni?**

Mae MonLife yn grŵp gwasanaeth sydd yn darparu gwasanaethau hamdden, ieuencid ac awyr agored, ynghyd â gwasanaethau cefn gwlad, datblygu lleoliadau, celfyddydau, amgueddfeydd ac atyniadau. Rydym yn darparu gwasanaethau hamdden o 4 safle yn Sir Fynwy ac rydym yn cynnig gweithgareddau awyr agored o 1 ganolfan. Mae gennym 7 safle sy'n ymgorffori ein hatyniadau gan gynnwys yr Hen

Orsaf, Tyndyrn, ac amgueddfeydd yn ogystal â hyrwyddo gwybodaeth i dwristiaid ac adeiladau trawiadol, hanes diddorol a gweithgareddau ar gyfer pob oed. Mae ein Gwasanaeth Mynediad i Gefn Gwlad yn gyfrifol am rwydwaith mynediad i gefn gwlad eang a safleoedd sy'n darparu profiadau awyr agored ar gyfer cymunedau ac ymwelwyr fel ei gilydd.

### **Pwrpas y Rôl hon:-**

Yn gweithio gyda Goruchwylydd y Parlwr Te er mwyn sicrhau'r profiad gorau i bawb sydd yn ymweld ac yn cynllunio gwasanaeth parlwr te o'r radd flaenaf a'n cefnogi staff y parlwr te.

### **Bydd eich cyfrifoldebau yn cynnwys:-**

- Yn darparu profiad positif i ymwelwyr, yn darparu bwyd a diod safon uchel, gan warantu bod yna lefel uchel o ofal cwsmer drwy'r amser;
- Arwain, datblygu ac ysgogi tîm o gynorthwywr arlwygo er mwyn sicrhau safonau ardderchog o wasanaeth;
- Profiad o baratoi a phobi cacennau ar gyfer eu gwerthu i'r cyhoedd
- Paratoi a'n sicrhau bod y Parlwr Te yn barod i agor a'n sicrhau bod y manau gweini ac eistedd yn glir ac wedi eu glanhau cyn agor / cau fel sydd angen. Bydd angen casglu gwydrau a chwpanau o'r manau eistedd a gweini a'u glanhau fel eu bod yn barod i'w defnyddio eto
- Paratoi rotas ar gyfer y tîm staffio arlwygo ac yn sicrhau bod yna lefelau staffio priodol yn cael eu cynnal drwy'r amser;
- ; Yn sicrhau lefelau uchel o ran diogelwch a hylendid a chofnodion alergedd, gan gadw'r cofnodion priodol a'n sicrhau cydymffurfiaeth gyda gweithdrefnau drwy'r amser gan gynnwys hyfforddi a gwella sgiliau'r staff
- Ymgymryd â dyletswyddau o ddydd i ddydd fel archebu stoc; gwerthuso'r fwydlen/cynnyrch; paratoi'r fwydlen; dod o hyd i gynnyrch lleol; arolygon cwsmeriaid; cysoni'r tiliau a bancio yn unol gyda gweithdrefnau ariannol Cyngor Sir Fynwy;
- Yn cynnal lefelau stoc boddhaol ar gyfer prynu a chydymffurfio gydag egwyddorion newid stoc a'n cynorthwyo i helpu symud stoc
- Yn gweithio fel rhan o dîm ar safle'r Hen Orsaf; yn ymateb i adborth gan gwsmeriaid ac yn cofnodi fel sydd yn briodol;
- Yn cefnogi Arweinydd y Safle er mwyn cynnal y safonau a bod yna groeso yn y safle a bod ymwelwyr yn cael profiad ardderchog;
- Yn cadw cofnodion llawn a chywrain yn unol gyda gofynion a gweithdrefnau Cyngor Sir Fynwy gan gynnwys y systemau TG;
- Wedi ymrwymo i gefnogi'r sawl sydd yn gwirfoddoli i'r gwasanaeth;
- Yn cefnogi ac yn gweithredu egwyddorion a phraxis cyfle cyfartal fel sydd wedi eu hamlinellu ym Mholisi Cyfle Cyfartal y Cyngor;
- Ymgymryd ag unrhyw ddyletswyddau a chyfrifoldebau sydd eu hangen o dan Ddeddf Diogelu Data a GDPR 2018, yn enwedig o ran cymryd gofal rhesymol er mwyn sicrhau nad oes unrhyw ddata personol yn cael ei golli neu'i ddatgelu;
- Yn cynnal ac yn cydymffurfio gyda darpariaethau statudol Rheoliadau Iechyd a Diogelwch 1999, prosesau Diogelu Cymru 2020 ac unrhyw bolisiâu perthnasol eraill gan y Cyngor sydd yn ymwneud gyda Diogelu ac Iechyd a Diogelwch;

- Fel rhan o'r rôl, bydd angen gweithio oriau anghymdeithasol ar adegau, gan gynnwys gweithio gyda'r hwyr ac ar y penwythnos, er mwyn diwallu anghenion y gwasanaeth.

**Dyma'r hyn y mae modd i ni ddarparu i chi:-** Rydym wedi ein lleoli mewn cymuned wledig hyfryd, ac er ein bod yn awdurdod bach, rydym yn hynod uchelgeisiol.

Wrth edrych yn fanylach ar MonLife, byddwch yn gweld bod yna rwydwaith o dimau sydd yn perfformio ar lefel uchel ac wedi ymrwymo i ddarparu gwasanaethau safon uchel sydd yn greadigol, yn arloesol, yn fodlon cymryd risgiau er mwyn rhoi cynnig ar bethau newydd ac yn gosod anghenion iechyd a lles ein cymunedau wrth galon yr hyn yr ydym yn darparu. Mae aelodau o'n tîm yn mwynhau awyrgylch sefydlog sydd yn cynnig gofod i feddwl a'n hyrwyddo dull arloesol tuag eich meddwl, corff ac enaid.

Mae hyn yn cael ei gyfuno gyda rhestr helaeth o fanteision ac ymrwymiad i ddatblygiad parhaus pob un aelod o'r gwasanaeth, sydd yn gwneud Sir Fynwy yn lle gwych i weithio ynddo.

### **Beth arall sydd angen i chi wybod.....Dyma Werthoedd Cyngor Fynwy:**

- Tryloywder: Rydym am geisio bod yn agored ac onest er mwyn datblygu perthynas lle y mae pobl yn medru ymddiried yn ei gilydd.
- Tegwch: Rydym am geisio cynnig dewis teg, cyfleoedd a phrofiad ac i ddod yn fudiad lle y mae'r naill yn parchu'r llall.
- Hyblygrwydd: Rydym am geisio bod yn hyblyg wrth feddwl a gweithredu er mwyn dod yn fudiad effeithiol ac effeithlon.
- Gwaith tîm: Rydym am geisio gweithio gyda'n gilydd er mwyn rhannu ein llwyddiannau a'n methiannau drwy adeiladu ar ein cryfderau a chefnogi ein gilydd er mwyn cyflawni ein hamcanion.

A bydd y rôl hon yn gweithio gyda Sir Fynwy er mwyn cyflawni hyn.

## Manyleb Person

**Sut fyddwn yn gwybod os mai chi yw'r person cywir ar gyfer y rôl hon? Fel yr ymgeisydd llwyddiannus, byddwch wedi arddangos y canlynol:-**

### **Y Gymraeg yn Ddymunol**

Gall fod angen i chi ddysgu neu wella eich sgiliau presennol drwy fynychu hyfforddiant Cymraeg i staff a gyllidir gan y Cyngor. Gweithredir hyn os yw'r angen yn codi am sgiliau yn y Gymraeg ar gyfer y swydd.

Mae'r holl weithwyr yn gyfrifol am sicrhau eu bod yn gweithredu bob amser mewn ffordd sy'n gydnaws â Pholisi Cyfle Cyfartal Sir Fynwy yn eu meysydd o gyfrifoldeb ac fel rhan o'u hymddygiad cyffredinol.

<b>Anghenion</b>	<b>Hanfodol / Dymunol</b>	<b>Dull Asesu</b>
<p><b>Addysg a Chymwysterau Proffesiynol:</b> Graddau da mewn pynciau craidd gan gynnwys TGCh;</p> <p>Yn meddu ar Dystysgrif Hylendid Bwyd neu'n fodlon cwblhau hyfforddiant er mwyn sicrhau cymhwyster hylendid bwyd;</p>	Hanfodol	Ffurflen gais a chyfweliad
<p>Yn meddu ar Dystysgrif Hylendid Bwyd neu'n fodlon cwblhau hyfforddiant er mwyn sicrhau cymhwyster hylendid bwyd;</p>	Dymunol	Ffurflen gais a chyfweliad
<p><b>Profiad:</b> Profiad blaenorol o weithio gyda'r cyhoedd mewn rôl brysur sydd yn delio gyda chwsmeriaid;</p>	Hanfodol	Ffurflen gais a chyfweliad
<p>Profiad o bobi cacennau ffres a pharatoi bwyd;</p>	Hanfodol	Ffurflen gais a chyfweliad
<p>Profiad gynyddu incwm a chreu busnes newydd gyda'r arlwyyo;</p>	Dymunol	Ffurflen gais a chyfweliad
<p>Profiad o weithio ar liwt eich hun ac fel rhan o dîm;</p>	Hanfodol	Ffurflen gais a chyfweliad
<p>Profiad o ddefnyddio system EPOS; rheoli stoc; archebu; prisio unedau; creu bwydlenni;</p>	Hanfodol	Ffurflen gais a chyfweliad
<p>Profiad o oruchwylio tîm bach;</p>	Hanfodol	Ffurflen gais a chyfweliad

<p><b>Gwybodaeth, Sgiliau, Gallu ac Ymddygiad:</b></p> <p>Sgiliau cyfathrebu ysgrifenedig, llafar a rhyngweithio da ag ystod o gynulleidfaoedd;</p> <p>Sgiliau cyfathrebu effeithiol a chwrtais, yn enwedig o ran y cyhoedd;</p> <p>Yn medru gweithio o fewn amserlenni ac weithiau mewn awyrgylch heriol lle y mae yna ofynion sy'n cystadlu gyda'i gilydd;</p> <p>Dealltwriaeth o egwyddorion Iechyd Amgylcheddol ac Iechyd a Diogelwch;</p> <p>Dealltwriaeth o bolisiâu diogelu a diogelu plant;</p>	<p>Dymunol</p> <p>Dymunol</p> <p>Dymunol</p> <p>Dymunol</p> <p>Dymunol</p>	<p>Ffurflen gais a chyfweliad</p> <p>Cyfweliad</p> <p>Cyfweliad</p> <p>Cyfweliad</p> <p>Cyfweliad</p>
<p><b>Arall:</b></p> <p>Yn medru gweithio'n annibynnol o fewn ardal ddaearyddol.</p> <p>Ymroddiad at waith tymhorol fel rhan o gontract parhaol cyflogedig..</p>	<p>Hanfodol</p> <p>Hanfodol</p>	<p>Cyfweliad</p> <p>Cyfweliad</p>

**Os ydych angen unrhyw wybodaeth bellach am y rôl hon, cysylltwch os gwelwch yn dda gyda: Gareth Llewellyn 07817 825102**

**Dyddiad Cau: 5PM ON 20/01/2022**