



THIS IS A JOB WHERE THE ABILITY TO SPEAK AND WRITE WELSH FLUENTLY IS ESSENTIAL

DISGRIFIAD SWYDD

TEITL SWYDD	Arweinydd Caffi
LLEOLIAD	Caernarfon
ORIAU	37 awr yr wythnos, gyda'r nos ar brydiau
CYFLOG	B4: £30,726.28 - £34,959.08
CYTUNDEB	parhaol
PRIF BWRPAS Y SWYDD	
Sefydlu a rheoli busnes Caffi GISDA - er mwyn creu cyfleon newydd i bobl ifanc, darparu gwasanaeth hygyrch a rhesymol i bobl leol ac ymwelwyr yn lleol fel rhan o brosiect tair blynedd a ariennir gan y Loteri. Prif ffocws y swydd fydd rheoli gofod masnachol sy'n cynnig cyfleon hyfforddiant a phrofiadau gwaith i bobl ifanc bregus. Bydd yr Arweinydd yn gweithio'n agos efo'r Banc (hwb bobl ifanc) rheolwyr a thimau cefnogi GISDA.	
CYFRIFOLDEBAU ALLWEDDOL	
Rheoli Cyffredinol y Caffi <ul style="list-style-type: none">- Sefydlu a rheoli Caffi Gisda yn llawn – staff, hyfforddiant, adnoddau, gofal cwsmer, a'r busnes ei hun- Sicrhau bod y caffi'n groesawgar i bobl ifanc, cwsmeriaid lleol ac ymwelwyr- Cadw safonau uchel o ran hylendid bwyd, iechyd a diogelwch.- Sicrhau ansawdd y cynnyrch, gwasanaeth cwsmer a'r elfen siop	
Rheoli Ariannol a Busnes <ul style="list-style-type: none">- Sicrhau bod strwythur y busnes, staff a'r gyllideb yn gynaliadwy.- Paratoi a monitro rhagolygon ariannol, incwm a gwariant.- Hyrwyddo'r caffi a chynyddu incwm drwy werthiannau a mentrau fel "Coffi Cyfail".- Cyflwyno ceisiadau am grantiau bach a chadw golwg ar gyfleoedd masnachol- Arwain ar gysylltiadau allanol e.e. gyda DWP, gwasanaethau cymdeithasol, gwasanaeth prawf- Cydweithio gyda'r Arweinydd Hybiau i uchafu'r defnydd o'r gofod pan nad yw'r caffi ar agor	
Cymorth i Bobl Ifanc <ul style="list-style-type: none">- Cydweithio gyda'r Cynorthwydd Hyfforddiant i ddatblygu cyfleoedd i bobl ifanc – hyfforddiant, swyddi, a lleoliadau gwaith- Sicrhau mewnbwn gan brosiectau fel y Banc Bwyd a hybiau lleol- Cefnogi gwirfoddolwyr a chreu rhaglen wirfoddoli wedi'i theilwra ar gyfer y caffi	
Gweinyddiaeth a Monitro <ul style="list-style-type: none">- Monitro perfformiad y prosiect, staff a data buddiolwyr	

- Paratoi adroddiadau chwarterol ar ffurf naratif neu infograffeg ar gyfer y Loteri ac eraill
- Dylunio a diweddarau systemau gwaith a data cyflenwyr
- Datblygu system fonitro i gasglu ystadegau ac asesu llwyddiant y caffi
- Cyfrifoldeb am gynnal a chadw tu fewn a thu allan y caffi a sicrhau bod bo man yn lan ac yn daclus

Gweithgareddau Dydd i Dydd

- Cynorthwyo gyda pharatoi bwyd a chynllunio prydau
- Rheoli stoc, offer, storfeydd a gwastraff
- Glanhau'r gegin a chynnal safonau glendid drwy "deep clean" rheolaidd
- Cymryd archebion, delio gydag ymholiadau a chwynion
- Sicrhau bod y fwydlen yn gywir ac yn amrywiol

Rheolaeth Staff a Gwirfoddolwyr

- Rheoli holl staff y caffi, pobl ifanc ar brofiad gwaith, a staff dros dro
- Anwytho, goruchwyllo a chynnal adolygiadau perfformiad blynyddol
- Trefnu cyfarfodydd tîm a sicrhau cyfathrebu effeithiol
- Cynnal datblygiad personol a hyfforddiant staff

Gofynion Ychwanegol

- Parodrwydd i weithio oriau anghymdeithasol, gan gynnwys gyda'r nos a phenwythnosau
- Bod yn flaengar, yn hyblyg ac yn barod i gefnogi mentrau eraill GISDA os oes diffyg staff neu argyfwng
- Cynrychioli'r cwmni mewn cyfarfodydd a fforymau allanol

CYFRIFOLDEBAU CYFFREDINOL

- ⇒ Gweithredu oddi mewn i bolisiâu a gweithdrefnau GISDA yng nghyswllt cyfle cyfartal a chydaddoldeb.
- ⇒ Cyfrifoldeb i adrodd am unrhyw bryder neu amheuaeth bod plentyn neu oedolyn bregus yn cael ei gam-drin.
- ⇒ I weithio o fewn fframwaith PIE, yn unol a model therapiwtig GISDA.
- ⇒ I adeiladu perthynas gref, iach, a chyfeillgar gyda pobl ifanc gan roi y cyfle iddynt ymgysylltu/a mynegi ei hunain mewn awyrgylch ffurfiol ac anffurfiol.
- ⇒ I greu awyrgylch di sefydliad, saff a chroesawgar sydd yn rhoi y cyfle i bobl ifanc drafod a mynegi ei teimladau /pryderon.
- ⇒ I annog, ysgogi a credu mewn pobl ifanc.
- ⇒ Cyfrannu tuag at hyfforddiant a datblygiad personol eich hun.
- ⇒ Hyrwyddo agwedd gyfeillgar, gwrth-wahaniaethol ym mhob agwedd o'r gwaith tuag at ddefnyddwyr gwasanaeth, cyd-weithwyr, aelodau o'r Bwrdd Rheoli, aelodau o'r cyhoeddacasiaethau eraill.
- ⇒ Hyrwyddo gwerthoedd a diwylliant mewnol y Cwmni.
- ⇒ Hyrwyddo nod ac amcanion y Cwmni.
- ⇒ Ymgymryd ag unrhyw dasgau rhesymol yn ôl yr angen.
- ⇒ Ymlynu at holl bolisiâu a gweithdrefnau cyfredol y Cwmni.
- ⇒ Cyfrannu at sesiynau arolygaeth.
- ⇒ Cadw holl wybodaeth sy'n berthnasol i'r Cwmni, y staff a defnyddwyr gwasanaeth y Cwmni yn gyfrinachol.

MANYLDEB PERSON			
MEINI PRAWF	HANFODOL	DYMUNOL	DULL ASESU
Addysg a Chymhwysterau	Cymhwyster perthnasol mewn maes fel rheoli busnes, arlwy, neu waith ieuenctid, neu brofiad cyfatebol	Cymhwyster mewn diogelwch bwyd (e.e. Lefel 2 neu 3)	Ffurflen Gais a Thystysgrifau
Profiad ac Ymwybyddiaeth Perthnasol i Swydd	Profiad o reoli busnes bach, caffi neu brosiect masnachol.	Profiad o ymgeisio am grantiau neu weithio gyda phartneriaid allanol	Ffurflen Gais a Chyfweliad
	Profiad o weithio gyda phobl ifanc, yn enwedig rhai o gefndiroedd bregus	Profiad o ddatblygu cyfleoedd hyfforddiant neu waith	Ffurflen Gais a Chyfweliad
	Profiad o reoli staff, gwirfoddolwyr neu dimau		Ffurflen Gais a Chyfweliad
Sgiliau a Gwybodaeth Perthnasol i Swydd	Sgiliau trefnu a rheoli amser rhagorol..	Gwybodaeth am y sector trydydd sector neu elusennau.	Ffurflen Gais a Chyfweliad
	Dealltwriaeth gadarn o reolau hylendid bwyd, iechyd a diogelwch..	Dealltwriaeth o'r heriau sy'n wynebu pobl ifanc yn y gymuned	Ffurflen Gais a Chyfweliad
	Gallu rheoli cyllidebau, monitro incwm a gwariant..		Ffurflen Gais a Chyfweliad
	Sgiliau cyfathrebu ardderchog, ar lafar ac yn ysgrifenedig.		Ffurflen Gais a Chyfweliad
	Gallu gweithio'n hyblyg ac annibynnol		Ffurflen Gais a Chyfweliad
Agweddau a Rhinweddau Personol	Brwdfrydig dros waith gyda phobl ifanc.		Ffurflen Gais a Chyfweliad
	Agwedd flaengar, hyblyg a datrys problemau		Ffurflen Gais a Chyfweliad
	Ymroddiad i safonau uchel o ran gwasanaeth cwsmer		Ffurflen Gais a Chyfweliad
laith	Y gallu i gyfathrebu'n rhugl, cywir a hyderus yn ysgrifenedig ac ar lafar yn Y Gymraeg		Ffurflen Gais a Chyfweliad



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JOB DISCRIPTION

JOB TITLE	Cafe Leader
LOCATION	Caernarfon
HOURS	37 hours per week, some evenings
WAGE	B4: £30,726.28 - £34,959.08
CONTRACT	permanent
MAIN JOB PURPOSE	
Set up and manage the GISDA Cafe business - to create new opportunities for young people, provide an accessible and reasonable service to local people and visitors locally as part of a three-year Lottery-funded project . The main focus of the job will be the management of a commercial space that offers training opportunities and work experiences for vulnerable young people. The Leader will work closely with the Bank (young people's hub) managers and GISDA support teams.	
KEY RESPONSIBILITIES	
General Management of the Cafe - Set up and fully manage Caffi Gisda - staff, training, resources, customer care, and the business itself - Ensure that the cafe is welcoming to young people, local customers and visitors - Maintain high standards in terms of food hygiene, health and safety. - Ensuring product quality, customer service and the shop element Financial and Business Management - Ensure that the business structure, staff and budget are sustainable. - Prepare and monitor financial forecasts, income and expenditure. - Promote the cafe and increase income through sales and initiatives such as "Coffi Cyfaill". - Submit applications for small grants and keep track of commercial opportunities - Work together with the Hubs Leader to maximise use of the space when the cafe is shut - Lead on external relations e.g. with DWP, social services, probation Help for Young People - Collaborate with the Training Assistant to develop opportunities for young people - training, jobs, and work placements - Ensure input from projects such as the Food Bank and local hubs - Support volunteers and create a tailored volunteering program for the cafe Administration and Monitoring - Monitor project performance, staff and beneficiary data - Prepare quarterly reports in narrative or infographic form for the Lottery and others - Design and update work systems and supplier data	

- Develop a monitoring system to collect statistics and assess the cafe's success
- Responsibility for maintenance inside and outside the cafe and ensuring that everywhere is clean and tidy

Day to Day Activities

- Assist with food preparation and meal planning
- Management of stock, equipment, stores and waste
- Clean the kitchen and maintain cleanliness standards through a regular "deep clean".
- Taking orders, dealing with inquiries and complaints
- Ensure that the menu is correct and varied

Staff and Volunteer Management

- Managing all the cafe staff, young people on work experience, and temporary staff
- Induce, supervise and conduct annual performance reviews
- Organizing team meetings and ensuring effective communication
- Conduct personal development and staff training

Additional Requirements

- Willingness to work unsocial hours, including evenings and weekends
- Be proactive, flexible and ready to support other GISDA initiatives if there is a lack of staff or an emergency
- Represent the company in external meetings and forums

GENERAL RESPONSIBILITIES

- ⇒ To act within GISDA policies and procedures in relation to equal opportunities and equality.
- ⇒ Responsibility to report any concern or suspicion that a child or vulnerable adult is being abused.
- ⇒ To work within the PIE framework, in accordance with the GISDA therapeutic model.
- ⇒ To build a strong, healthy and friendly relationship with young people, giving them the opportunity to engage and express themselves in a formal and informal atmosphere.
- ⇒ To create a non-institutional, safe and welcoming atmosphere that gives young people the opportunity to discuss and express their feelings/ concerns.
- ⇒ To encourage, motivate and believe in young people.
- ⇒ Contribute towards your own training and personal development.
- ⇒ Promote a friendly, anti-discriminatory attitude in all aspects of the work towards service users, fellow workers, members of the Management Board, members of the public and other agencies.
- ⇒ Promote the values and initial culture of the company.
- ⇒ Promote the aim and objectives of the company.
- ⇒ Undertake any reasonable tasks as required.
- ⇒ Adhere to all current company policies and procedures.
- ⇒ Contribute to supervision sessions.
- ⇒ Keep all information relevant to the company, the staff and users of the company's service confidential.

PERSON SPECIFICATION			
CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Education and Qualifications	A relevant qualification in a field such as business management, catering, or youth work, or equivalent experience	A qualification in food safety (eg Level 2 or 3)	Application form and certificates
Relevant Experience	Experience of managing a small business, cafe or commercial project.	Experience of applying for grants or working with external partners	Application form and interview
	Experience of working with young people, especially those from vulnerable backgrounds	Experience of developing training or work opportunities	Application form and interview
	Experience of managing staff, volunteers or teams		Application form and interview
Relevant Skills and Knowledge	Excellent organizational and time management skills ..	Information about the third sector or charities.	Application form and interview
	A solid understanding of food hygiene, health and safety rules ..	An understanding of the challenges facing young people in the community	Application form and interview
	Ability to manage budgets, monitor income and expenditure.		Application form and interview
	Excellent communication skills, both verbal and written .		Application form and interview
	Ability to work flexibly and independently		Application form and interview
Attitudes and Personal Qualities	Enthusiastic about work with young people .		Application form and interview
	A progressive, flexible and problem-solving attitude		Application form and interview
	Commitment to high standards of customer service		Application form and interview
Language	The ability to communicate fluently, accurately and confidently in writing and orally in Welsh		Application form and interview