



Rheolwr Tafarn Crymych Arms - Swydd Ddisgrifiad

Cyflog: £32,000 y flwyddyn (gyda fflat 3 ystafell wely ar gael fel llety i reolwyr)*

Oriau hyblyg. Bydd angen gweithio oriau gyda'r nos a penwythnos.

Hyd Cytundeb: Parhaol ond gyda adolygiadau perfformiad.

Lleoliad: Tafarn Crymych Arms, Crymych, Sir Benfro. SA41 3RJ

***Rydym hefyd yn agored i dderbyn cynigion gan unigolion gyda profiad sylweddol yn y maes hwn ar sail cytundeb llawrydd**

Pwrpas y swydd: Rheoli, gweinyddu a chydgordio rhedeg Tafarn Crymych Arms fel tafarn a busnes o ddydd i ddydd, gan weithio gyda'r Pwyllgor Rheoli, staff, gwirfoddolwyr, yr aelodau a'r gymuned leol

Atebol i: Bwyllgor Rheoli Menter Tafarn Crymych Arms Cyf

Disgwyliadau:

Disgwyilir i'r Rheolwr:

- rannu naws ac amcan y prosiect fel Cymdeithas Budd Cymunedol
- gyfoethogi'r prosiect trwy ymroi o'i orau i wireddu'r freuddwyd o greu tafarn a busnes llewyrchus sy'n boddhau dyheadau'r gymuned
- weithio ar y cyd fel rhan o dîm sy'n cefnogi ei gilydd

Prif ddyletswyddau:

1. Rheoli a Chydgordio Tîm

- 1.1. Bod yn Rheolwr Llinell i staff y bar, y gegin a'r glanhawyr, a goruchwylio'u gwaith o ddydd i ddydd
- 1.2. Meithrin cydweithrediad o fewn y tîm
- 1.3. Amserlennu gwaith staff y bar, y gegin a'r glanhawyr a sicrhau fod y Cofnod yn cael ei gwblhau'n ddyddiol
- 1.4. Ymgymryd â phob gorchwyl perthnasol rhesymol arall sy'n hwyluso gwaith y tîm
- 1.5. Sicrhau gwasanaeth gwirfoddolwyr pan fo angen

2. Rheoli Stoc

- 2.1. Cadw cofnodion cywir o holl stoc y dafarn ac anghenion rhedeg Tafarn Crymych Arms fel tafarn lewyrchus
- 2.2. Trefnu ailstocio fel bo raid, archebu a chyrchu stoc
- 2.3. Sicrhau prynu'n gost effeithiol bob amser
- 2.4. Gofalu'n feunyddiol rhag gwastraff diangen
- 2.5. Cadw cofnod a phob gwaith papur sy'n ymwneud ac unrhyw archeb neu wariant ar stoc

3. Ariannol

- 3.1. Sicrhau fod y fflôt dyddiol yn gyson ac yn gywir
- 3.2. Cyfrifoldeb dros, a goruchwylio'r drefn, o gysoni'r til ar ddiwedd dydd
- 3.3. Sicrhau bod pob gwerthiant cerdyn credyd wedi'i gofnodi a'i ddogfennu'n gywir
- 3.4. Bod yn atebol am unrhyw arian a ddyranwyd i chi fel arian parod



- 3.5. Sicrhau bod gwaith papur yn gywir ac ar gael ar gyfer pob pryniant ac, ymhellach, bod pob bil lle codir TAW yn datgan hynny'n gywir
- 3.6. Cadw derbynebaw a biliau'n drefnus i'w trosglwyddo i'r Trysorydd
- 3.7. Os yw'r ddarpariaeth offer yn caniatáu, sicrhau fod pob incwm wedi'i gofnodi'n gywir yn ôl ei ddiffiniad

4. Gweinyddiaeth

- 4.1. Bod yn gyswllt cyntaf ar gyfer pob ymholiad
- 4.2. Cydweithio gyda'r Pwyllgor Rheoli a'r Is-bwyllgorau i sicrhau llwyddiant pob gweithgaredd cymunedol a drefnir, gan gynnwys ymdrin â grwpiau cymunedol a gwirfoddolwyr, trefnu cyhoeddusrwydd a datganiadau i'r wasg

5. Cyffredinol

- 5.1. Sicrhau cydymffurfiaeth â gofynion statudol cyffredol gwerthu a gweini alcohol a hylendid bwyd ac â thrwydded eiddo Tafarn Crymych Arms
- 5.2. Sicrhau cydymffurfiaeth â phob gofyniad statudol arall, gan gynnwys yn arbennig gofynion lechyd a Diogelwch, Hylendid a lechyd yr Amgylchedd
- 5.3. Bod yn ymwybodol o holl bolisiâu Menter Tafarn Crymych Arms Cyf a sicrhau fod gweithrediad y busnes yn gyson â'r polisiâu hynny
- 5.4. Cwblhau unrhyw ddyletswyddau eraill rhesymol er mwyn medru cyflawni'r swydd yn effeithiol

Manyleb Person

Hanfodol:

- Profiad blaenorol o weithio ym maes trin bariau a bwytai stoc a rheoli'r seler.
- Dealltwriaeth o lanhau llinellau a rheoli seler
- Dealltwriaeth o hylendid a safonau bwyd gyda rheolwyr bwytai
- Profiad goruchwyllo o reoli staff a rheoli adnoddau dynol
- Tystiolaeth o weithio fel rhan o dîm.
- Sgiliau gwasanaeth cwsmeriaid rhagorol.
- Lefel uchel o onestrwydd personol.
- Sgiliau cyfathrebu llafar rhagorol.
- Llygad rhagorol am fanylion.
- Hunan-ddechreuwr gydag angerdd am ragoriaeth.
- Dull hyderus, cyfeillgar a dymunol.
- Lefel uchel o ddisgresiwn a dibynadwyedd
- Sgiliau gwasanaeth cwsmeriaid rhagorol.
- Sgiliau TG sylfaenol gan gynnwys Word, Excel ac Outlook.

Dymunol

- Profiad goruchwyllo o ddigwyddiadau mewn lleoliad
- Profiad o systemau til EPOS
- Profiad blaenorol mewn rôl arwain o fewn a gweithrediad lletygarwch prysur.
- Tystiolaeth o reoli perfformiad.
- Tystiolaeth o arwain tîm.
- Sgiliau datrys problemau cryf.
- Tystiolaeth o weithio i derfynau amser.

Mae'r gallu i weithio a chyfathrebu trwy gyfrwng y Gymraeg yn hanfodol ar gyfer y swydd yma.



**Wedi ei ariannu gan
Llywodraeth y DU**

**FFYNIANT
— BRO —**



Tafarn Crymych Arms Pub Manager (or Pub Team) - Job Description

Salary: £32,000 per annum (with 3 bedroom flat available as management accommodation)*

Flexible hours. It will be necessary to work evening and weekend hours.

Contract Length: Permanent but with performance reviews.

Location: Tafarn Crymych Arms Pub, Crymych, Pembrokeshire. SA41 3RJ

Applying: Please submit a CV and a covering letter for the attention of Cris Tomos at crymycharms@cpdcrymych.cymru with a closing date of 5pm Saturday the 09/09/2023 – for any additional questions or information contact Cris on 07974 099738

**We are also open to accepting proposals from individuals with significant experience in this field on a freelance contract basis*

**Also we would welcome discussions with a team of people or a couple who would wish to take on the running of the pub*

Purpose of the job: Manage, administer and coordinate the running of the Tafarn Crymych Arms Pub as a pub and day-to-day business, working with the Management Committee, staff, volunteers, members and the local community

Accountable to: Tafarn Crymych Arms Enterprise Management Committee

Expectations:

The Manager (or Team) is expected to:

- share the ethos and aim of the project as a Community Benefit Association
- enrich the project by doing its best to realise the dream of creating a prosperous pub and business that satisfies the aspirations of the community
- work together as part of a team that supports each other

Main duties:

1. Team Management and Coordination

- 1.1. Act as Line Manager to the bar, kitchen and domestic staff, and supervise their work on a day to day basis
- 1.2. Foster cooperation within the team
- 1.3. Develop a working rota for all staff and ensure record keeping is up to date daily
- 1.4. Undertake all other reasonable relevant tasks that facilitate the team's work
- 1.5. Ensure the service of volunteers when needed



2. Stock Management

- 2.1. Keeping accurate records of all stock and the needs of running Tafarn Crymych Arms as a thriving public house and community hub
- 2.2. Organise restocking as necessary, order and access stock
- 2.3. Always ensure cost effective purchasing
- 2.4. Taking care of unnecessary waste on a daily basis
- 2.5. Keep an accurate record of all expenditure relating to stock and other purchases for the business

3. Financial

- 3.1. Ensure that the daily float is consistent and accurate
- 3.2. Responsibility for, and overseeing the procedure, for reconciling the till at the end of the day
- 3.3. Ensure all credit card sales are recorded and documented correctly
- 3.4. Be liable for any money allocated to you as cash
- 3.5. Ensuring that paperwork is correct and available for all purchases and, further, that all bills where VAT is charged state that correctly
- 3.6. Keep receipts and bills in order to pass them on to the Treasurer
- 3.7. If the equipment provision allows, ensure that all income is recorded correctly according to its definition

4. Administration

- 4.1. Act as the first point of contact for all enquiries
- 4.2. Collaborate with the Management Committee and Sub-Committees to ensure the success of all community activities that are organised, including working and communicating with community groups and volunteers, organising publicity and press releases

5. General

- 5.1. Ensure compliance with current statutory requirements for the sale and serving of alcohol, food hygiene and with the Tafarn Crymych Arms property licence
- 5.2. Ensure compliance with all other statutory requirements, including in particular Health and Safety, Hygiene and Environmental Health requirements
- 5.3. Be aware of all the policies of Crymych Football Club Ltd and Tafarn Crymych Arms and ensure that the operation of the business is consistent with those policies
- 5.4. Complete any other reasonable duties in order to be able to carry out the job effectively

Person Specification

Essential:

- Previous experience in working in bars and restaurants handling stock and managing the cellar.
- Understanding of line cleaning and cellar management
- Understanding of food hygiene and standards with restaurant management
- Supervisory experience of managing staff and HR management
- Evidence of working as part of a team.
- Excellent customer service skills.
- High level of personal integrity.
- Excellent verbal communication skills.
- An excellent eye for detail.



- A self- starter with a passion for excellence.
- A confident, friendly and personable manner.
- High level of discretion and trustworthiness
- Excellent customer service skills.
- Basic IT skills including Word, Excel and Outlook.

Desirable

- Supervisory experience of events in a venue
- Experience of EPOS till systems
- Previous experience in a leadership role within a busy hospitality operation.
- Evidence of managing performance.
- Evidence of leading a team.
- Strong problem solving skills.
- Evidence of working to deadlines

The ability to work and communicate through the medium of Welsh is essential for this post.



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