



HR167 – Order Picker/Packer, Tremarl, Wales Depot

Hours: An average of 48 hours per week, working 6 days over 7 each week.

Established in 1938, Cotteswold Dairy is one of the UK's leading independent, family-owned dairies. We support local farmers and communities by delivering the freshest, finest quality products and first class customer service. Due to the company's family values and business ethos, we were delighted to be announced as the Family Business of the Year at the Food and Farming Business Awards 2015 at the House of Commons.

THE ROLE: Reporting to Wales Depot Manager

The main responsibilities and functions of this role include:

- The ability to work in a team environment.
- Perform general physical/Manual Handling activities in order to load, unload, sort and move products and materials by hand or using basic Material Handling Equipment.
- Perform tasks in multi-temperature environments.
- Fill orders from physical stock, complete order receipts, and assemble orders in vehicles or fridges.

THE REQUIREMENTS:

Essential:

- General Labouring and yard duties when required.
- Unpack received products and count, weigh or sort items.
- Stock shelves and keep stock clean and rotate in date order.
- Preparing loads for back loading.
- Communicating stock shortages.
- Operating Electronic Handheld Units for Inventory Management.
- Customer cash sales.
- Perpetual Inventory checks (PIs) and daily Stocktaking.
- Retrieving customer orders from telephone messages and calls.
- Daily/Weekly checks E.g. Fridge Temperature Due-Diligence, Meter readings and MHE.
- Undertake any other duties considered essential for the effective operation of the depot.

Required:

- Strong organisational and communication skills.
- Positive attitude possessing high levels of commitment, motivation and flexibility
- Good time keeping skills.
- Ability to work on own initiative.
- High levels of accuracy, precision and detail.

If you believe you fulfil the above criteria, please complete an application form (available at www.cotteswold-dairy.co.uk) and send it, together with a covering letter, to the address below, detailing why you believe you are the best candidate for the role.

Post your application to Hemu Wala – HR Assistant, Cotteswold Dairy Ltd, Dairy Way, Northway Lane, Tewkesbury, Glos. GL20 8JE. Alternatively, email it to hr@cotteswold-dairy.co.uk

