



## HR175 – Production Team Leader – Tewkesbury

**Hours: Full time, Permanent**

**Salary: Competitive salary with benefits**

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 the Dairy Supervisor(s):**

The main responsibilities and functions of this role include:

- Supervising, motivating, training and utilising staff via practical instruction to ensure line efficiency.
- Working as part of a supervisory team to ensure internal and external standards are met, in order to deliver all products to the highest standards.
- Ensuring that production records are completed, accurately and efficiently, for the production area under their control.
- Reporting any maintenance, quality or production issues, promptly and accurately to the appropriate person, in accordance with company procedures.
- Ensuring all staff follow established policies and procedures to maintain hygiene and housekeeping standards throughout production and operation
- Assist in maintaining a safe working environment.
- Have a flexible approach to ensure that appropriate levels of cover are provided to meet the needs of the business.
- Perform any other reasonable task as requested by more senior staff.
- Deputise for supervisors in their absence as well as, cover appropriate roles and shifts in the absence of operators.

### **The Requirements:**

#### **Essential:**

- Proven and successful track record as a team leader in a busy environment
- Experience of working in the dairy or similar food production sector
- Knowledge of Health and Safety and safe working practices
- Have an eye for detail to ensure accuracy and precision
- Positive attitude possessing high levels of commitment and motivation
- Ability to work flexibility to cover shifts and work to tight deadlines.
- A strong communicator able to foster and maintain excellent working relationships

#### **Desirable:**

- Knowledge of food production and associated procedures and technical requirements.
- Knowledge of HACCP and KPI's.

If you believe you fulfil the above criteria, please complete an application form (available at [www.cotteswold-dairy.co.uk](http://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](mailto:hr@cotteswold-dairy.co.uk).

