

Cotteswold Dairy



HR153 – Dairy Supervisor, Tewkesbury Depot

Hours: A minimum of 48 hours per week, working on a shift rota.

We are committed to training and giving you the skills and abilities to carry out your role, providing progression and opportunities, allowing you to build a long term relationship with the Company.

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 Manager:

The main responsibilities and functions of this role include:

- The supervising, motivating, training and utilising of dairy staff under their control
- Working as part of the Supervisory team to ensure Company targets are met
- Ensuring all legal and Company procedures are adhered to with regard to HACCP and Health and Safety
- Co-operating with management, maintenance and quality in reporting and rectifying problems
- Ensuring all production, cleaning and maintenance documents are correctly recorded, controlled and maintained on a regular basis
- Minimising the waste of raw materials and packaging using best practice
- Monitoring staff and the work environment ensuring the Company standards are maintained to the highest level
- Maintaining a clean and safe working environment at all times; including the overseeing of daily machine cleans and ensuring hygienic procedures are followed
- Working in a flexible way to ensure cover during breaks, holidays and sickness, whilst being totally responsive to the needs of the Dairy.

The Requirements:

Essential:

- Can demonstrate excellent people management skills including strong communication skills and the ability to motivate others
- Have an eye for detail to ensure accuracy and precision
- Positive attitude possessing high levels of commitment and motivation
- Ability to work flexibility to work varying shift patterns and work to tight deadlines
- The ability to work in a fast moving environment
- Strong planning and organisation skills.

Desirable:

- Experience of working in a dairy or similar food production sector
- Knowledge of food production and associated procedures
- Knowledge of HACCP, BRC and Continuous Improvement techniques.

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

