



## Dairy Production Supervisor – Tewkesbury (HR223) Internal candidates only

We have an exciting opportunity for a hard-working and reliable Dairy Production Supervisor. We welcome enthusiastic individuals with a passion to learn and develop. The environment is physically demanding and fast paced and the successful individual will be required to work on a rota system which will include early shifts.

**The Hours:** Full time, permanent. A minimum of 48 hours per week. Shift work – flexibility required

### **The Role: Reporting to the Production Manager:**

*The main responsibilities and functions of this role include:*

- The supervising, motivating, training and utilising of dairy staff under your 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 and organised manner to ensure cover during breaks, holidays and sickness, whilst being totally responsive to the needs of the Dairy
- Being prepared to complete any other duties as reasonably requested by your manager

### **The Requirements:**

*Please note that this position is open to internal candidates only*

#### **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 flexibly to work varying shift patterns (earlies and lates) and work to tight deadlines
- The ability to work in a fast moving environment
- Strong planning and organisation skills.
- Forward thinking and possessing a can do attitude

#### **Desirable:**

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

In order to be considered for this fantastic opportunity and if you believe you fulfil the above criteria, please send your CV or 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.

Submit your application to the HR Department, Cotteswold Dairy Ltd, Dairy Way, Northway Lane, Tewkesbury, GL20 8JE. Alternatively, email it to [hr@cotteswold-dairy.co.uk](mailto:hr@cotteswold-dairy.co.uk)

*On receipt of your application, we will collect your name, contact details and other relevant information for recruitment purposes. The information you provide will help us determine your suitability for any vacancy we have. We understand how sensitive this information is which is why we are committed to safeguarding any data we do collect.*