



HR137 – Fridge Supervisor, Tewkesbury Depot

Hours: 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.

We are currently recruiting for a hardworking and reliable Fridge Supervisor who is able to lead and motivate teams to provide a high standard of performance.

The Role: Reporting to the Fridge Manager:

The main responsibilities and functions of this role include:

- The supervising, motivating, training and utilising of fridge staff under their control
- Ensuring all Company procedures are adhered to including, safe working practices and manual handling
- Maintaining and monitoring Fridge conditions, including checking equipment is running correctly, fridge doors are being operated as required and the milk is kept at 6°C
- Co-operating with management, production, maintenance and quality in reporting and rectifying problems and faults
- Ensuring all paperwork is correctly recorded, controlled and maintained on a regular basis
- Ensuring stock is rotated and stock checks are completed daily
- Ensuring that only a high quality final product is delivered to customers, meeting their expectations and requirements. This includes Making sure all the customer tickets are signed by the fridge checkers and are double checked prior to dispatch.
- Maintaining a clean and safe working environment at all times; including the storage of goods, the cleaning of drains and work areas, and the daily removal of rubbish
- Checking the fridges and cold stores on the lorries are working effectively
- Assist with the loading and unloading of goods onto the vehicles to aid sufficient turnaround times
- Working in a flexible way to ensure cover during breaks, holidays and sickness, whilst being totally responsive to the needs of the Fridge.

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 flexibly, to work varying shift patterns and work to tight deadlines
- The ability to work in a fast moving environment
- Strong planning and organisational skills.

Desirable:

- Experience of working in a dairy or similar food production sector
- Knowledge of food production and associated procedures
- Forklift truck licence and experience, however training will be provided for the right candidate.

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

