



HR154 - Assistant Dairy Manager

Hours: Full time, permanent position working an average of 48 hours per week, 5 days over 7. You are required to work flexibly to meet the needs of the business.

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:

- Deputise for the dairy manager in their absence.
- Assist with the daily tasks set by the Dairy Manager
- Assist management to implement training strategies.
- Provide on the job, theory and practical training to Production Operatives.
- Update and maintain training records, manuals and procedures and complete risk assessments.
- Set up and deliver the Continuous Improvement Programme.
- Present verbal and written periodic reports to management.
- Support the whole of the dairy function across all departments in Continuous Improvement and Training strategies.
- Work flexibly with the changing needs of the dairy.
- Any other reasonable task set by the dairy manager or semi management.

The Requirements:

- Flexible, with good time management and the willingness to train and improve
- Excellent communication skills, verbal and written.
- The ability to problem solve with a can do attitude.
- Possess an eye for detail and able to identify areas for improvement.
- Experience of Continuous Improvement techniques.
- Ideally HACCP and Food Safety trained.

If you believe you fulfil the above criteria, please complete an application form (available at www.cotteswold-dairy.co.uk), and write a covering letter, 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.

