



HR168 – Depot Supervisor, North Wales

Hours: An average of 48 hours per week.

Shift Pattern: Working alternative weekends.

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 North Wales Depot Manager.

- To assist the North Wales Manager in the implementation, direction and prioritisation of all company Policies and Procedures.
- To supervise the workforce to ensure a smart appearance and the provision of correctly maintained and serviced vehicles as required in order to meet the business needs.
- To assist the North Wales Manager to effectively plan and manage all Retail and Semi-Retail rounds to maximise cost savings and efficiencies.
- To ensure that health, safety and HACCP standards are maintained on an on-going basis and actively promote individual responsibility for health and safety at work.

The main responsibilities and functions of this role include:

THE REQUIREMENTS:

- Deputise for North Wales Manager.
- To effectively and accurately manage the Dairy stock and other associated products.
- Site Key Holder.
- To assist with the annual appraisals
- Ensure that accurate and relevant people processes are managed in line with Company Policy. E.g. appraisals, Return to Work, Grievance, Daily checks, Uniform and Disciplinary matters.
- Accurately complete documentation and reporting in line with agreed timescales.
- Participating in Operational Meetings and updating team members to ensure effective communication at all times.
- Supervising work place change and supporting teams through change.
- Deliver on customer satisfaction and service excellence through efficient operations within North Wales.
- Motivate and develop staff to maintain consistently high performance levels at all times.
- Assisting the North Wales Manager with drivers holiday and sickness cover.
- Undertake any other duties considered essential for the effective operation of the Depot.
- Any other reasonable duties and tasks as directed

Essential /Desirable:

- Driving Licence up to Class C is desirable but not essential
- Strong organisational and communication skills

- Positive attitude possessing high levels of commitment, motivation and flexibility
- Good time keeping skills
- Ability to work on own initiative
- High levels of accuracy, precision and detail

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

