



HR195 – Chilled Warehouse Supervisor (Internal Vacancy)

Hours: Full time, Permanent
Salary: competitive salary
Closing Date: Monday 22nd January 2018

Cotteswold Dairy is an independent, third generation, family-run business which was founded by Harry Workman in 1938. We work directly with locally, contracted farmers and produce a variety of dairy products which are delivered to wholesalers, retailers and direct to the doorstep through our own fleet of drivers.

Cotteswold Dairy is an award winning business, priding ourselves on offering real service to the customer and high quality products.

We are now recruiting for an experienced and motivated individual to join our Logistics team in the Chilled Warehouse for the role of Chilled Warehouse Supervisor.

The Role: Reporting to the Chilled Warehouse Manager:

The main responsibilities and functions of this role include:

- The supervising, motivating, training and utilising of chilled warehouse and yard staff under their control
- Ensuring all Company procedures are adhered to including, safe working practices and manual handling
- Maintaining and monitoring warehouse 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 Team Leaders 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 Chilled Warehouse.

The Requirements:

Essential:

- Can demonstrate excellent people management skills including strong communication skills and the ability to motivate others
- Pride in attention to detail to ensure accuracy and precision are standardised
- 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 write a covering letter, detailing why you believe you are the best candidate for the role.

Post your application to HR, Cotteswold Dairy Ltd, Dairy Way, Northway Lane, Tewkesbury, Glos. GL20 8JE. Alternatively, email it to hr@cotteswold-dairy.co.uk.

