

# Cotteswold Dairy



## **Rounds Person, Cheltenham (HR220)**

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.

We have an exciting opportunity for an enthusiastic Rounds Person to join our Cotteswold family. The successful individual will deliver milk to our residential customers and enjoy building solid customer relations.

**The Hours:** Permanent, full time. An average of 48 hours per week, 6 days per week, including Bank Holidays. Start times vary as rounds leave the Cheltenham depot between midnight and 4am

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

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

- The delivery of dairy and dairy related products to regular residential customers
- The collection of monies owed from customers
- The operation of electronic handheld units for ordering and invoicing
- The taking of customer orders and building solid customer relations
- The selling and promotion of dairy products to maintain, promote and increase new and existing rounds
- The loading and unloading of Company vehicles

### **The Requirements:**

We are looking for a reliable and confident individual who will engage with the team and communicate effectively. Someone who will actively participate in achieving departmental and Company goals and objectives as well as being keen on their own personal development within the Company.

*The successful candidate will have:*

#### **Essential:**

- Strong organisational skills with professional and clear communications skills
- Experience of delivering customer service
- Positive attitude possessing high levels of commitment, motivation and flexibility
- Have an eye for detail to ensure accuracy and precision
- Good time keeping skills
- Comfortable with early morning starts
- Ability to operate on own initiative
- Full UK driving licence
- Ability to work night shifts and weekends as rounds leave the Cheltenham depot between midnight and 4am, 6 days per week including Bank Holidays

#### **Desirable:**

- Experience of the dairy industry or similar delivery, retail business
- Experience of electronic handheld units (although full training will be given)

## The Benefits:

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. In addition to this, we offer:

- Competitive salary, enhanced by commission
- 30 days holiday inclusive of Bank Holidays
- Group Personal Pension Scheme – 4% Employer contribution
- Online employee benefits platform
- Cycle to Work Scheme
- Personal Accident Insurance
- Refer a Friend Scheme – potentially receive £250
- Employee shop – discounted products and potential free delivery
- Childcare Vouchers
- Free car parking

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.

Post your application to the HR Department, Cotteswold Dairy Ltd, Dairy Way, Northway Lane, Tewkesbury, Gloucestershire, 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.*