



## HR164 – Warehouse Manager (Chilled), Tewkesbury Depot

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 Warehouse Manager who is able to lead and motivate teams to provide a high standard of performance.

The Role: Reporting to the Fleet Logistics Manager:

The main responsibilities and functions of this role include:

- Ensure highest level of service, accuracy and quality are maintained for all outbound goods
- Motivating, mentoring and developing your team in an efficient manner to meet company operational requirements
- Implementing process improvements to meet department KPI's with employee engagement
- Maintaining all health & safety standards within the department promoting a positive health & safety culture on the site
- Managing daily orders, safe vehicle loading, schedules and departmental communication
- Utilisation of stock, returned packaging and damage minimisation within the yard operation
- Maintain site standards for working within the chilled ready to eat food sector
- Plan and present shift rotas, holiday requirements and general HR duties
- Coaching your team, recruitment, disciplinary and absent management

The Requirements:

Essential:

- Line management experience, with excellent communication skills
- History of managing & developing warehouse systems to meet quality and service objectives
- Food safety knowledge within the warehouse environment
- Proven health & safety knowledge and culture engagement
- Good level of PC literate skills and ability to create and present reports to senior management

Desirable:

- An understanding of lean techniques - advantageous
- Knowledge of food production and associated procedures
- Forklift truck licence and experience, however training will be provided for the right candidate.

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.

**Hours:** 48 hours per week, working on a shift rota.

If you believe you fulfil the above criteria, please 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 Hemu Wala – HR Assistant, Cotteswold Dairy Ltd, Dairy Way, Northway Lane, Tewkesbury, Glos. GL20 8JE. Alternatively, email it to [hr@cotteswold-dairy.co.uk](mailto:hr@cotteswold-dairy.co.uk)

