



HR148 – Assistant Factory Manager, Tewkesbury

Hours: Full time, Permanent

Salary: Competitive salary with benefits

Closing date: Open until filled

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 Factory Manager

The main responsibilities and functions of this role include:

- Lead the Production team to ensure production schedules are planned and attained
- Working as part of the management team to ensure company production, quality and hygiene targets are met
- Ensuring all legal and company procedures are adhered to with regard to HACCP and health and safety
- Co-operating with distribution, maintenance and quality in reporting and rectifying issues arising
- Scheduling and forecasting daily production
- Ensure production procedures are kept up to date in line with BRC requirements
- Minimising wastage of all raw materials and packaging
- Monitor staff and product continuously ensuring company standards are maintained to the highest level
- Working in a flexible way to ensure cover during holidays and sickness, whilst being totally responsive to the needs of the dairy
- Co-ordination of shop floor supervision (chairing daily/weekly team briefs)
- Liaising with customers and suppliers
- Plan, organise and utilise resources effectively, ensuring the employee rota is issued weekly and holiday and sickness is covered
- People management responsibility including the undertaking of return to work interviews, recruitment interviews, disciplinary hearings and training
- Deputise for the Stock Controller, Factory Manager and Dairy Manager in their absence.

The Requirements:

- Numerate and excel literate
- Excellent attention to detail with clear focus on end results
- Great deadline management and problem solving skills
- Positive attitude possessing high levels of commitment, motivation and flexibility
- A strong communicator able to foster and maintain excellent working relationships
- The ability to work in an analytical and structured manner
- Innovative and forward looking, seeking ways to constantly improve
- Knowledge and experience of the dairy/food industry.

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.

