



## **Production Supervisor – Tewkesbury (HR 253)**

**Full Time, Permanent Role**

**Starting Salary: £28,132.52 pa**

**(48 hours per week, 5 days over 7 shift pattern)**

Are you looking to embark on a new career within the food sector?

Cotteswold Dairy, a long standing family business with over 80 years' successful history, is looking for enthusiastic and reliable individuals to join the Supervisory team within the production department.

As an approved Training Centre, we offer employees development within their roles to broaden their skillset, including the ability to gain recognised qualifications, and encourage progression within the business.

This supervisory role is an exciting opportunity for a hard-working and reliable candidate to work for a company with Quality, Food safety and Customer Service at its core. We welcome enthusiastic individuals with a passion to learn and develop. The successful applicant will be able to thrive within a physically demanding, fast paced and dynamic environment, working shifts on a rotational basis.

Some of the key duties include:

- The supervising, motivating, training and utilising of dairy staff under your control
- Working as part of the Supervisory team to ensure Company targets are met
- Ensuring all legal and Company procedures are adhered to with regard to HACCP and Health and Safety
- Co-operating with management, maintenance and quality in reporting and rectifying problems
- Ensuring all production, cleaning and maintenance documents are correctly recorded, controlled and maintained on a regular basis
- Minimising the waste of raw materials and packaging using best practice
- Monitoring staff and the work environment ensuring the Company standards are maintained to the highest level
- Maintaining a clean and safe working environment at all times; including the overseeing of daily machine cleans and ensuring hygienic procedures are followed

- Working in a flexible and organised manner to ensure cover during breaks, holidays and sickness, whilst being totally responsive to the needs of the Dairy
- Being prepared to complete any other duties as reasonably requested by your manager

You will be forward thinking, have a can do attitude, and have a keen eye for detail

We are committed to giving you the skills and abilities to carry out your role, providing opportunities to allow you to build a long term relationship with the Company. In addition, we also offer benefits including:

- Competitive salary
- 30 days holiday inclusive of Bank Holidays
- Group Personal Pension Scheme – 4% Employer contribution
- Online employee benefits platform
- Cycle to Work Scheme
- Employee shop – discounted products and potential free delivery
- Free car parking

For an informal discussion about the role, please contact the Production Management Team on 01684 298959.

A job description for the role can be found below.

To download an application form please visit the Careers Page on our website [www.cotteswold-dairy.co.uk](http://www.cotteswold-dairy.co.uk), or email [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.*

## Job Description

<b>Job Title:</b>	Production Supervisor
<b>Department:</b>	Production
<b>Base Location:</b>	Tewkesbury
<b>Hours:</b>	48hrs per week 5 days over 7. Shift work – flexibility required
<b>Relationships:</b>	Technical/Maintenance/Chilled Warehouse
<b>Responsible to:</b>	Production Managers
<b>Responsible for:</b>	Team Leaders and Production Operatives

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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.

### **Team Cotteswold:**

At Cotteswold Dairy we recognise that we will achieve far greater success working as a team, with empathetic people management and valuing each other, our staff and our customers.

The aim of 'Team Cotteswold' is to give a disciplined and determined effort to value everyone and everything and as a consequence make the Company the first preference for employees and customers alike over the long term.

### **The Team Cotteswold Vision:**

A well-managed business, with controlled profitable growth, that has an excellent reputation and is recognised as a place of opportunity where people are motivated to work.

### **Overview:**

The Production Supervisor oversees the day-to-day activities of the production environment, as well as working independently to facilitate meetings, projects and staff welfare. The role entails working closely with the Production Management Team to undertake numerous activities as directed, as well as being responsible for coaching and mentoring all production staff within the Factory. You will be required to ensure adherence to all procedures as well as being accountable for departmental Key Performance Indicators as well as being

responsible for site policies regarding food hygiene and health and safety. You will at all times be responsible for the quality of the product and must escalate, as necessary, any concerns to the Management Team. In order to meet the needs of the business, there will be times that the Production Supervisor will need to work flexibly.

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

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

- The supervising, motivating, training and utilising of dairy staff under your control;
- Working as part of the Supervisory team to ensure Company targets are met;
- Ensuring all legal and Company procedures are adhered to with regard to HACCP and Health and Safety;
- Co-operating with management, maintenance and quality in reporting and rectifying problems;
- Ensuring all production, cleaning and maintenance documents are correctly recorded, controlled and maintained on a regular basis;
- Minimising the waste of raw materials and packaging using best practice;
- Monitoring staff and the work environment ensuring the Company standards are maintained to the highest level;
- Maintaining a clean and safe working environment at all times including the overseeing of daily machine cleans and ensuring hygienic procedures are followed;
- Working in a flexible and organised manner to ensure cover during breaks, holidays and sickness, whilst being totally responsive to the needs of the Dairy;
- To carry out any other duties as reasonably requested by your manager.

### **Skills and attributes**

#### **Essential:**

- Can demonstrate excellent people management skills including strong communication skills and the ability to motivate others;
- Have an eye for detail to ensure accuracy and precision;
- Positive attitude possessing high levels of commitment and motivation;
- Ability to work flexibly to work varying shift patterns (early shifts and late shifts) and work to tight deadlines;
- The ability to work in a fast moving environment;
- Strong planning and organisation skills;
- Forward thinking and possessing a “can do” attitude.

**Desirable:**

- Experience of working in a dairy or similar food production sector;
- Knowledge of food production, food hygiene and associated procedures;
- Knowledge of HACCP, BRC and Continuous Improvement techniques.