

Production Team Leader – Tewkesbury (HR280)

Full Time, Permanent Roles

Starting at £11.16 per hour

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

We will be running this recruitment with a rolling deadline and will be interviewing throughout the process, please send your CV as soon as possible.

Established in 1938, Cotteswold has a successful history spanning over 80 years and is now the largest independent family owned Dairy in the UK. A fantastic opportunity has arisen to take a step up in your career within the Food Sector, leading a team of people in the Production department, this responsible role will utilise your knowledge of food manufacturing and your management skills.

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 specialist role is hands-on, with Quality, Food safety and Customer Service at the core. Some of the key duties include:

- Supervising, motivating, training and utilising staff via practical instruction to ensure line efficiency.
- Working as part of a supervisory team to ensure internal and external standards are met, in order to deliver all products to the highest standards.
- Ensuring that production records are completed, accurately and efficiently, for the production area under their control.

You will have a proven and successful track record as a team leader in a busy environment, experience working in the dairy or similar food production sector and hold strong knowledge of Health and Safety and safe working practices.

With the ability to work flexibly, you will have a positive attitude, along with an eye for detail and strong communication skills.

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
- Refer a Friend Scheme – potentially receive £250
- 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. To apply please visit submit an up-to-date CV and forward to hr@cotteswold-dairy.co.uk or download an application form from the Careers Page at www.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 collect.

NOTE: We are not currently working with Agencies to recruit into this role, please do not send speculative CV's.

Job Title:	Production Team Leader
Department:	Production
Base Location:	Tewkesbury
Hours:	37.5 (minimum) per week 5 days over 7 shift pattern
Relationships:	Reporting to Supervisors
Responsible to:	Production Managers
Responsible for:	Production Operatives

JOB DESCRIPTION

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:

An important role within the production environment, responsible for teams of staff and individual processes. Working within the supervisory team, the individual will be a competent leader with excellent personnel skills. Adaptability, communication and a drive to achieve outstanding results are vital to this role.

Main Duties & Responsibilities:

- Supervising, motivating, training and utilising staff via practical instruction to ensure line efficiency.
- Working as part of a supervisory team to ensure internal and external standards are met, in order to deliver all products to the highest standards.
- Ensuring that production records are completed, accurately and efficiently, for the production area under their control.
- Reporting any maintenance, quality or production issues, promptly and accurately to the appropriate person, in accordance with company procedures.
- Ensuring all staff follow established policies and procedures to maintain hygiene and housekeeping standards throughout production and operation
- Assist in maintaining a safe working environment.
- Have a flexible approach to ensure that appropriate levels of cover are provided to meet the needs of the business.
- Perform any other reasonable task as requested by more senior staff.

- Deputise for supervisors in their absence as well as, cover appropriate roles and shifts in the absence of operators.
- Any other duties as required by the Directors.

Skills:

Essential:

- Proven and successful track record as a team leader in a busy environment
- Knowledge of Health and Safety and safe working practices
- Have an eye for detail to ensure accuracy and precision
- Positive attitude possessing high levels of commitment and motivation
- Ability to work flexibility to cover shifts and work to tight deadlines.
- A strong communicator able to foster and maintain excellent working relationships

Desirable:

- Knowledge of food production and associated procedures and technical requirements.
- Knowledge of HACCP and KPI's.
- Experience of working in the dairy or similar food production sector