

# Cotteswold Dairy



## **Production Operatives - Tewkesbury (HR240)**

**Full Time, Permanent Roles**

**Starting at £8.42 per hour**

**Potential to progress up to £10.10 per hour after successful completion of training.**

**(37.5 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 Production team.

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

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

- Operating machinery
- Packing products to move into cold storage
- Maintaining and monitoring quality through company standards
- Maintaining excellent levels of Health and Safety and Hygiene

You will be forward thinking, have a can do attitude, and have a keen eye for detail; coupled with the ability to work in a fast-paced environment, be flexible and willing to work shifts.

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 download your copy of the accompanying Job Description, and to apply please visit [www.cotteswold-dairy.co.uk](http://www.cotteswold-dairy.co.uk), or email [hr@cotteswold-dairy.co.uk](mailto:hr@cotteswold-dairy.co.uk) to find out more.

*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.*



<b>Job Title:</b>	Production Operative
<b>Department:</b>	Production
<b>Base Location:</b>	Tewkesbury
<b>Hours:</b>	37.5 per week 5 days over 7. Shift work – flexibility required
<b>Relationships:</b>	Reporting to Team Leaders and Supervisors
<b>Responsible to:</b>	Production Managers
<b>Responsible for:</b>	None

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## **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 initial entry level position into the production environment, the role entails various activities as directed by the management or supervisory team. The role includes working across all of the production lines within the Factory. You will be expected to work as part of a team and on your own initiative. You will be required to operate a variety of machinery and equipment in line with company policies and procedures, full training will be provided. You must adhere to all site policies regarding food hygiene and health and safety. Due to the nature of the business you will at times be required to work on a flexible basis to cover the needs of the business. You will at all times be responsible for the quality of the product and must report any concerns to the supervisory team.



## **Main Duties & Responsibilities:**

- To operate a variety of machinery producing units of packed products
- Pack finished products on the end of the line ready to send through to distribution
- To ensure a high standard of quality is maintained throughout the production process.
- To maintain excellent hygiene standards in line with company procedure.
- To communicate any issues as they arise.
- To follow all company procedures.
- To adhere to Health and Safety standards
- To work in a flexible and organised manner
- Training, coaching and mentoring of any other team members
- Be prepared to complete any other duties as reasonably requested by your supervisor or manager

## **Skills (Essential):**

- Have an eye for detail to ensure accuracy and precision
- Possess a good level of numeracy skills
- Positive attitude possessing high levels of commitment and motivation
- Flexibility to work varying shift patterns and work to tight deadlines
- A strong communicator able to work well in a team
- The ability to work on fast moving production lines
- Forward thinking and possessing a can do attitude
- Ability to pass Level 2 Food Safety

## **Skills (Desirable):**

- Experience of working in a dairy or similar food production sector
- Knowledge of food production, food hygiene and associated procedures