



## **Process Technicians – Tewkesbury (PT2024)**

**Full Time, Permanent Roles**

**Starting salary of £11.50 per hour**

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

**Potential for Overtime**

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 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:

- Preparing and operating a variety of machinery including processing and CIP equipment in accordance with company procedures and Food Safety legislation.
- Overseeing and controlling the safe intake and processing of milk throughout the plant
- Maintaining and monitoring quality at all times
- Working to KPI's and striving for operational excellence
- Maintaining excellent levels of Health and Safety and Hygiene
- Communicating at all levels to ensure efficient outputs
- Liaising with necessary departments to overcome any issues that may arise

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.

Please visit the Careers page at [www.cotteswold-dairy.co.uk](http://www.cotteswold-dairy.co.uk), to download an application form or email an up-to-date CV to [hr@cotteswold-dairy.co.uk](mailto:hr@cotteswold-dairy.co.uk) or post to: HR Department, Cotteswold Dairy Industrial Estate, Dairy Way, Northway Lane, Tewkesbury, GL20 8JE

*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>	Process Technician
<b>Department:</b>	Production
<b>Base Location:</b>	Tewkesbury
<b>Hours:</b>	Contracted to 37.5 hours, 5 days over 7. Shift work – flexibility required
<b>Relationships:</b>	Reporting to Supervisory Team
<b>Responsible to:</b>	Process Lead
<b>Responsible for:</b>	None

---

## **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:**

By 2025, to be the leading environmental family dairy.

### **Overview:**

A technical and skilled role within the production process. This role will provide you with a good knowledge and skill set within the Dairy industry. Responsible for the safe intake and processing of onsite products you will adhere to company and industry standards and policies at all times. You will be expected to train across the supporting roles within the Factory including milk intake and CIP roles. You will liaise with management to meet challenging KPI's and minimise wastage. We will provide all relevant training in the role and provide Level 3 Food safety and Level 2 HACCP training. You will work as part of a team and on your own initiative, forward thinking and planning to ensure an efficient process flow. This role is a fast paced and challenging role that can provide good levels of job satisfaction for willing candidates.

### **Main Duties & Responsibilities:**

# Cotteswold Dairy



- To prepare and operate a variety of machinery and equipment to ensure the safe processing of product.
- To ensure a high standard of quality is maintained throughout the production process ensuring all customer and industry standards are maintained
- To maintain excellent hygiene standards.
- To follow company procedures and policies at all times
- To communicate at all levels as necessary
- To ensure that work activities are carried out in a safe manner protecting both your own and your colleague's health and safety
- Work to KPI's as directed by the management team.
- Work to environmental standards reducing wastage wherever possible
- To train and cover on any other supporting roles
- Training, coaching and mentoring of any other team members
- Work in a flexible and pro-active manner to ensure all business needs are met.
- Liaise with other departments to ensure an efficient work flow
- Be prepared to complete any other duties as reasonably requested by your supervisor or manager.

## **Skills (Essential):**

- Have a keen eye for detail and a practical approach to problem solving
- Positive attitude possessing high levels of commitment and motivation
- Flexibility to work varying shift patterns and work to tight deadlines
- A confident and strong communicator able to work well in a team and on own initiative
- Pro-active with the ability to plan ahead
- Ability to pass level 3 food safety and level 2 HACCP / any other necessary training. (Full training will be provided)
- Ability to train in and understand a hands-on technical role

## **Skills (Desirable):**

- Experience of working in a dairy or similar food processing team
- Knowledge of food production and associated procedures
- Knowledge of HACCP and technical awareness
- COSHH awareness
- Knowledge of continuous improvement