



**(CWT2013) Chilled Warehouse Team Leader
Tewkesbury Depot
Starting at £10.10 per hour (Pay Review Pending)
37.5 hours per week (5/7 on a 6 week rolling rota)**

Are you ready to take a step up in your career?

As a Team Leader in the Chilled Warehouse, you will be responsible for overseeing a team of Operatives in the department, and ensuring the correct picking and shipment of goods.

Some of the key duties include:

- Control the movement of all stock and checking of codes against tickets.
- Ensure the cleanliness of the Chilled Warehouse is maintained at all times providing a safe working environment.
- Supervise the safe loading and unloading of delivery vehicles.
- Monitor staff, ensuring they are doing their job to the best of their ability and provide support and guidance as required.
- To provide cover for the Chilled Warehouse Supervisor for days off and holidays.

You will possess high levels of commitment and motivation, be a strong communicator, with the ability to foster and maintain excellent working relationships, and hold a good working 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 problem solving skills.

Full role details are described in the Job Description below.

For an informal discussion, please contact Rob Biggart, Chilled Warehouse Manager on (01684 298959).

In order to be considered for this fantastic opportunity, please send your CV or 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 the HR Department, Cotteswold Dairy Ltd, Dairy Way, Northway Lane, Tewkesbury, Gloucestershire, GL20 8JE. Alternatively, email it to hr@cotteswold-dairy.co.uk

Job Description

Job Title:	Chilled Warehouse Team Leader
Department:	Chilled Warehouse
Base Location:	Tewksbury
Hours:	A minimum of 37.5hrs per week, 5 days over 7, working on a shift rota.
Relationships:	All departments
Responsible to:	Chilled Warehouse Supervisor
Responsible for:	Chilled Warehouse Operatives

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:

Our Team Leaders play an extremely important role in motivating the company's teams and ensuring their success. Some of their duties include communicating company goals, safety practices, and deadlines with designated teams. They are responsible for motivating team members and assessing their performance and evaluation

Main Duties & Responsibilities:

The main responsibilities and functions of this role include:

- To lead and guide a small team responsible for the receipt, picking and returns of dairy and associated products.
- To control all movement of stock and checking of codes against tickets.
- To ensure the cleanliness of the Chilled Warehouse is maintained at all times providing a safe working environment.
- To supervise the safe loading and unloading of delivery vehicles.

- To monitor staff, ensuring they are doing their job to the best of their ability.
- To provide cover for the Chilled Warehouse Supervisor for days off and holidays.
- To perform any other reasonable task as requested by more senior staff.

The Requirements:

Essential:

- A strong communicator able to foster and maintain excellent working relationships.
- Positive attitude possessing high levels of commitment and motivation.
- Have attention for detail to ensure accuracy and precision.
- Ability to work flexibly to cover shifts and work to tight deadlines.
- Knowledge of Health and Safety and safe working practices.
- Ability to focus on solutions not problems.

Desirable:

- Proven and successful track record as a Team Leader in a busy environment.
- Experience of working in the dairy or similar food production sector.