



Job Title:	Chilled Warehouse Team Leader
Department:	Chilled Warehouse
Base Location:	Tewkesbury
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

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 Purpose:

Being at the heart of a responsible and sustainable dairy community

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

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Main Duties & Responsibilities:

- To lead and guide a large 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 understand and comply with the Company's Health and Safety Policy statement.
- To perform any other reasonable task as requested by more senior staff.
- Oversee day-to-day operations and monitor team performance.
- Create and inspiring team environment with an open communication culture.

Skills (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.
- Interpersonal skills and ability to resolve conflicts.

Skills (Desirable):

- Current FLT Licence and / or PPT Licence beneficial.
- Proven and successful track record as a Team Leader in a busy environment.
- Experience of working in the dairy or similar food production sector.
- Good PC Skills.
- Excellent communication, leadership and decision making skills.

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