



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 Shift Managers
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 Purpose:

Being at the heart of a responsible and sustainable dairy community

Overview:

An important role within the production environment, responsible for teams of staff and individual processes. Working within the leadership 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:

- Leading, motivating, training and utilising staff via practical instruction to ensure line efficiency;
- Working as part of a leadership 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;

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Cotteswold Dairy



- 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 senior members of the team;
- To cover any appropriate role as required;
- Understand, comply and enforce the Company's Health and Safety Policy statement.

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.

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