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| Job Title: | Chilled Warehouse Supervisor |
| Department: | Chilled Warehouse |
| Base Location: | Tewkesbury |
| Relationships: | All departments |
| Responsible to: | Chilled Warehouse Manager |
| Responsible for: | Chilled Warehouse Team Leaders & Operatives |

The Team Cotteswold Purpose:

Being at the heart of a responsible and sustainable dairy community

JOB DESCRIPTION

Overview:

Our Supervisors play an extremely important role in motivating the Company's teams and ensuring their success. Some of the duties include communicating Company goals, ensuring safe practices, controlling the movement of all stock and checking of codes against tickets. They are responsible for motivating team members and assessing and measuring their performance.

Main Duties & Responsibilities:

The Role:

The main responsibilities and functions of this role include:

- The supervising, motivating, training and effective utilisation of Chilled Warehouse and Yard staff
- Ensuring all Company procedures are adhered to including, safe working practices and manual handling
- Maintaining and monitoring warehouse conditions, including checking equipment is running correctly, fridge doors are being operated as required and the milk is kept at 6°C
- Working with management, production, maintenance and quality in reporting and rectifying problems and faults
- Ensuring all paperwork is correctly recorded, controlled and maintained on a regular basis
- Ensuring stock is rotated and stock checks are completed daily

Purveyors of **Quality Products** with **First Class Service**



- Ensuring that only a high quality final product is delivered to customers, meeting their expectations and requirements. This includes making sure all the customer tickets are signed by the Team Leaders and are double checked prior to dispatch.
- Maintaining a clean and safe working environment at all times; including the storage of goods, the cleaning of drains and work areas, and the daily removal of rubbish
- Checking the fridges and cold stores on the lorries are working effectively
- Assist with the loading and unloading of goods onto the vehicles to aid sufficient turnaround times
- Working in a flexible way to ensure cover during breaks, holidays and sickness, whilst being totally responsive to the needs of the Chilled Warehouse.
- Deputise for the Warehouse Manager in his absence

Skills (Essential):

- Can demonstrate the potential for excellent people management skills including strong communication skills and the ability to motivate others
- Pride in attention to detail to ensure accuracy and precision are standardised
- Positive attitude possessing high levels of commitment and motivation
- Ability to work flexibly, to work varying shift patterns and work to tight deadlines
- The ability to work in a fast moving environment
- Strong planning and organisational skills.

Skills (Desirable):

- Forklift truck licence and experience, however training will be provided for the right candidate.