



Job Title:	Chilled Warehouse Operative
Department:	Chilled Warehouse
Base Location:	Tewkesbury
Hours:	Minimum of 37.5 hours per week, shifts – Monday to Saturday
Relationships:	Production, Haulage Team, Customers and Internal Departments
Responsible to:	Chilled Warehouse Team Leader
Direct Reports:	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 Purpose:

Being at the heart of a responsible and sustainable dairy community

Overview:

Working as part of a diverse team, this vital role within the distribution chain is the link between production and our haulage team. This is a physical role, working in a temperature-controlled environment, which requires responsibility for accurately picking customer orders, while maintaining health and safety within the workplace. You will work swiftly to facilitate the timely and accurate preparation of customer orders to wholesale buyers and our outlying depots, while maintaining a positive attitude

Main Duties & Responsibilities:

- Accurately pick customer orders according to provided order tickets
- Complete stock rotations
- Continually replenish stock
- Responsibility for the safe loading of delivery vehicles, checking all customer orders are present, accurately placed, constrained and secured safe for travel
- Maintaining a clean and safe working environment at all times ensuring compliance with the company's Health & Safety policy statement
- Report any accident or incident as soon as it is safe to do so, participating fully in any investigation as required
- Performing any other task as reasonably directed by senior staff members



The Requirements:

Essential:

- Strong organisation skills, and a positive attitude possessing high levels of commitment, motivation and flexibility
- The ability to communicate effectively including dealing professionally with co-workers
- An eye for detail to ensure accuracy and precision, being methodical with strong numeracy skills, and a commitment to seeing tasks through to completion
- Excellent time management, demonstrating the ability to effectively work alone using your initiative; and as part of a wider team with a positive 'can do' attitude
- Comfortable with working to tight deadlines, and the flexibility to work shifts

Desirable:

- Experience of the dairy industry, or similar food production sector
- Knowledge of safe working practices (although full training will be given)
- Forklift truck licence*

*Training can be provided for suitable candidates on both pallet pump trucks and forklift trucks, subject to a training agreement