



Job Title:	Machine Operative
Department:	Production
Base Location:	Tewkesbury
Hours:	37.5 per week 5 days over 7. Shift work – flexibility required
Relationships:	Production Team
Responsible to:	Production Managers
Responsible for:	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:

An initial entry level position into the production environment, the role entails various activities as directed by the management &/or supervisory team. The role includes working across all of the production lines within the Factory.

You will be expected to work as part of a team and on your own initiative. You will be required to operate a variety of machinery and equipment in line with company policies and procedures, and full training will be provided. You must adhere to all site policies regarding food hygiene and health and safety.

Due to the nature of the business you will at times be required to work on a flexible basis to cover the needs of the business. You will at all times be responsible for the quality of the product and must report any concerns to the supervisory team.

Main Duties & Responsibilities:

- To operate a variety of machinery producing units of packed products;
- Pack finished products on the end of the line ready to send through to distribution;
- To ensure a high standard of quality is maintained throughout the production process;
- To maintain excellent hygiene standards in line with Company procedure;
- To communicate any issues as they arise;
- To follow all Company procedures;
- To adhere to Health and Safety standards;

Cotteswold Dairy



- To work in a flexible and organised manner;
- Training, coaching and mentoring of any other team members;
- To carry out any other duties as reasonably requested by your Supervisor or Manager.

Skills (Essential):

- Have an eye for detail to ensure accuracy and precision;
- Possess a good level of numeracy skills;
- Positive attitude possessing high levels of commitment and motivation;
- Flexibility to work varying shift patterns and work to tight deadlines;
- A strong communicator able to work well in a team;
- The ability to work on fast moving production lines;
- Forward thinking and possessing a “can do” attitude;
- Ability to pass Level 2 Food Safety.

Skills (Desirable):

- Experience of working in a dairy or similar food production sector;
- Knowledge of food production, food hygiene and associated procedures.

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

Registered Office: Cotteswold Dairy Ltd Dairy Way Northway Lane Tewkesbury Glos GL20 8JE
Telephone 01684 298959 **Facsimile** 01684 274994 **Website** www.cotteswold-dairy.co.uk
Registered in England No. 447327