



Job Title:	Process Technician
Department:	Production
Base Location:	Tewkesbury
Hours:	37.5 hours per week – Sunday to Saturday
Relationships:	Production Team, Haulage Team
Responsible to:	Shift 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:

A technical and skilled position within the production process, this role will provide you with a strong foundation and a knowledgeable base for a career in the dairy industry. Responsible for the safe intake and processing of food products, you will adhere to company and industry standards, policies and best practice at all times. With a keen eye for detail, forward thinking and planning, you will use your initiative to ensure an efficient process flow, and work as part of the team to maintain and exceed expected outputs while reducing wastage. In return, we will provide all the relevant training including level 2 Food Safety and HACCP training with the opportunity to continuously develop for willing candidates

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Main Duties & Responsibilities:

- This physical role involves working both outside on the tanker bays and within the production areas to oversee and facilitate the loading and unloading of bulk products in a safe and hygienic manner, ensuring compliance with all customer, company and industry standards
- The cleaning of silo and vessels and the organisation of silo plans in order to maximise productivity and usage of available storage
- To liaise with tanker drivers and third parties, working in collaboration with other departments to ensure clear communication and an efficient work flow, while maintaining a high standard of quality throughout the production process
- Preparing and operating a variety of machinery and equipment in a safe manner, protecting both your own and your colleague's health and safety, in accordance with environmental standards to reduce wastage wherever possible
- Safely dealing with chemicals, and adherence to COSHH, HACPP and all company procedures, policies and standards; particularly the company's Health & Safety Policy Statement
- Working in a flexible and pro-active manner to ensure all business needs are met, striving to meet and exceed KPIs as directed by the management team
- Maintaining excellent hygiene standards both in the workplace and with regards to personal hygiene
- Training, coaching and mentoring other team members and completing any other duties as reasonably requested by your supervisor or manager
- To train and cover any other supporting roles as per the needs of the business

Skills (Essential):

- The ability to study and pass a minimum of Level 2 Food Safety and Level 2 HACCP; training and understand a hands-on technical role
- Demonstrate effective communication including dealing directly with other departments, management and co-workers in a positive manner; maintaining high levels of commitment and motivation
- An eye for detail to ensure accuracy and precision, being methodical with strong analytical skills, and a commitment to seeing tasks through to completion.
- A pro-active and practical approach to problem solving coupled with excellent time management, demonstrating the ability to effectively work alone using your initiative; and as part of a wider team Comfortable with tight deadlines, and the flexibility to work varying shifts

Skills (Desirable):

- Experience of the dairy industry or similar food processing team
- Knowledge of HACCP, food production procedures and/or COSHH

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