



<b>Job Title:</b>	Cleaning Team Leader
<b>Department:</b>	Production
<b>Base Location:</b>	Tewkesbury
<b>Hours:</b>	37.5 hours per week, 5 days over 7, shift work, flexibility required
<b>Relationships:</b>	Production Team, Technical Manager
<b>Responsible to:</b>	Production Managers
<b>Responsible for:</b>	None

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## **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:**

The Cleaning Team Leader is responsible for a team of staff, ensuring the general cleanliness of the Tewkesbury site, from the Factory through to the office. 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.

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## **Main Duties & Responsibilities:**

- Working as part of a leadership team to ensure internal and external standards are met
- General factory/office cleaning, including toilets, rest rooms, canteen etc
- Responsible for consumables e.g. soap, sterilant, PPE;
- Washing, sorting and storing of company personnel work wear;
- Stock control and logging in and out of work wear and PPE to employees;
- To communicate any issues as they arise;
- To follow all Company procedures;
- To carry out any other duties as reasonably requested by your Supervisor or Manager;
- Understand and comply with the Company's Health and Safety Policy statement.

## **Skills (Essential):**

- Proven and successful track record as a team leader in a busy environment;
- Have an eye for detail to ensure accuracy and precision;
- 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;
- Forward thinking and possessing a "can do" attitude;
- Have the ability to work under own initiative;
- Be able to prioritise and work to a schedule.

## **Skills (Desirable):**

- Experience of working in a dairy or similar food production sector

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