



Job Description

Date

Position Delivery Driver Class 2 / Van Sales Support

Reports to Distributions Manager

Company Vision

“We will be the very best foodservice distributor by being innovative and responsive to the interest and continued success of our customers, which in turn will provide for the success of our co-workers, suppliers and community”

Overview

The key responsibility of the role is to accurately make deliveries to Bidfood customers in a polite and friendly manner, while also working efficiently and in compliance with company policies and procedures. This role also includes supporting the Regional Convenience Manager and be building, maintaining and utilising strong relationships both with customers and suppliers when supporting this team.

Primary Objectives

Food Service Deliveries

- Maintain delivery schedules and keep within time frames
- Follow company procedures for Request for Credit (RFC) and returns
- Ensure a fully completed Driver’s run sheet (with POD’s attached) is handed in at the end of each day’s deliveries
- Take responsibility for your truck and notify the company of any service and or other maintenance that may be required for your truck. Record any correspondence or maintenance on your load sheets and TTT form
- Ensure that the truck is kept clean and tidy
- Ensure that all goods are delivered as accurately as possible and any additional requirements indicated on the invoice or by despatch are followed.

Van Sales Rep (VSR) Support

- Deliver product to a set customer base
- Ensure all customers dependent on volume are covered within a weekly cycle
- Achieve sales budgets/targets, when supporting the VSR team.
- Stock management accuracy – Manage stock on your designated run effectively and ensure stock rotation and accuracy.

- All dated and damaged stock on trucks to be identified and communicated to the stock control team.
- Administration – responsible for paper work and the downloading of van sales data to Bidfood computer system. Returning all administrative requests within the required date.
- Invoice – complete order on hand held device, pick stock from truck, generate invoice, get proof of delivery

General

- Deal with the company's customers in a courteous and respectful manner
- Collaboration - maintain fantastic working relationships with both internal and external stakeholders
- Ensure that all stock is handled with care to avoid any damages
- Notify the company of any accidents or damage to the vehicle immediately and complete the appropriate paperwork within 24 hours
- Fleet management – keep up to date records of truck cleaning records and all servicing requirements
- Maintain a current driver's licence applicable for the vehicle you drive
- Maintain effective communication with key staff
- Maintain a high standard of dress and grooming so as to represent a professional company image to customers.
- Assist others when required

Expectation

- The summer period is generally significantly busier than the winter therefore will require extra effort and time worked
- Ensure that you are at work on time and ready to start your shift
- Ensure that the dispatch co-ordinator and or your Manager are notified of any absence due to sickness and or any other reason

Key Performance Indicators (KPI):

Deliveries

- Ensure that the temperature control schedule is completed daily – 100%
- Ensure that deliveries are completed within the given time frames – 100%
- Ensure that all PODs are ticked off, signed and checked -100%
- Ensure that that stock damages are below 0.02%
- Ensure that delivery credit stats are below 0.02%

VSR (support)

- Stock management – Target zero variances.
- Customer relationships – Build strong working relationships with our set customer base.
- Fleet management – Report all truck related issues or incidents in a timely fashion.

Health and Safety

Under the Health and Safety at Work Act 2015 you are obliged to:

- Take reasonable care of your own health and safety, including reasonable care that others are not harmed by something you do or don't do.
- Follow reasonable health and safety instructions given by anyone at Bidfood, as far as you are reasonably able to.
- Cooperate with any reasonable Bidfood business policy or procedure relating to the workplace's health and safety.
- Ensure that all accidents, injuries near misses or hazards that occur at work or that affect your work are reported as soon as possible to your Supervisor/Manager or branch Health and Safety Coordinator.
- Ensure that all accidents and near misses are reported and recorded -100%
- Perform daily equipment and machinery safety checks as required before use
- Advise your supervisor or any damaged or faulty equipment immediately – 100%

Food Safety

- Bidfood has a HACCP based Food Control Plan (FCP), developed to meet the legal requirements of the Food Act 2014 and other Food Safety requirements
- You are responsible for following Bidfood's Food Safety requirements under the FCP. Please see the branch Food Safety coordinator for a copy of the FCP.
- You must immediately report irregularities or non-conformances using the standard operating procedure defined in the FCP.
 - No products are left on the Warehouse floor
 - No products are left in the trucks
 - All products are correctly labelled
 - All damages must be removed from location and placed in the designated area in the warehouse. All damages are to be recorded and reported to management
 - A high standard of dress, grooming and hygiene is maintained
 - Truck temperature is monitored and sufficient to hold stock at the required temperatures

I accept this position and its accountabilities and I agree to use the systems, to meet the standards and to produce the stated outcome.

Employee Name: _____

Employee signature: _____

Date: _____