



Job Description

Position:	Multidrop Delivery Driver
Reports to:	Outbound Operations Manager
Roster:	Tuesday to Saturday – As per roster posted in branch

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 primary responsibility of this role is:

- To make deliveries to Bidfood New Zealand Ltd customers in a polite and friendly manner while following company procedures.

Functional Relationships

- Sales Team, Despatch Manager, Stores Team, Account Managers, Customer Service

Key Responsibilities:

- Make deliveries as directed
 - maintain schedules of delivery and keep within timetables
 - handle company stock with care
 - record deliveries and stock returns on Driver's run sheet and Requests for Credit as required by the company policy
 - Ensure a fully completed drivers sheet is handed in at the end of each day's deliveries
- Take responsibility for assigned truck. Notify the company when service and other maintenance is required. Notify the company of any accidents or damage to the vehicle.
- Present yourself for work in clean and tidy clothes that are in line with the company policy on Driver uniforms
- Deal with the company's customers in a courteous and respectful manner
- Have a current drivers licence applicable for the vehicle you drive

- You must provide a phone and data and Utilise the Digital Eroad Daily Logbook App to accurately record and ensure compliance with work time regulations.
- Ensure that the highest levels of food safety are maintained
 - As per the food safety guidelines defined in the HACCP manual, handle company stock with care which includes the monitoring of product temperature whilst in the delivery vehicle
 - Keep delivery vehicle clean and tidy in accordance with company cleaning policies
 - Observe the Company's policy on wounds, Infectious illnesses and personal hygiene
- Assist with company stock takes when required.

General

- Assist other staff or departments with other sundry duties as directed by your manager.

Picking/Loading/Delivering

- Pick stock from RF scanner to fulfil customer's orders. Ensure random weights and stock unable to be found is noted. Keep the freezer and chiller doors shut.
- Follow any instructions on invoices or picks. Notify your Supervisor of any confusing instructions or misleading product descriptions.
- Ensure that changes to stock locations are advised to the Stock Controller or your Supervisor.
- Ensure stock has been rotated on a first in – first out basis (FIFO) by ensuring the oldest stock is picked first.
- When required, assist with investigations to locate missing stock.
- Complete the Short Dated Stock for the stock controller each Monday.
- Pack, load, and deliver all stock off invoice for delivery runs.
- Handle stock with care.
- Adhere to all driving/road law and company policies/limits at all times.

Stocktake

- Assist with the Company stocktakes as directed by your manager.

Food Safety

- As per your Employment Agreement, ensure that you maintain the highest levels of food safety by ensuring that all frozen and chilled goods are placed in cold storage as a priority. All stock must be stored up off the floor.
- Observe Company policies on personal hygiene, wounds and infectious illnesses
- Perform cleaning duties as per the Cleaning Register and your Supervisor.

- Ensure that damaged and unsaleable products are removed from picking locations and repaired where possible. If not repairable, repack and advise your Supervisor for relocation details.
- Ensure that the Warehouse, Chiller and Freezers are kept tidy and free from rubbish.

Health and Safety

- Adhere to Health and Safety rules outlined in your Employment Agreement.
- Under the Health and Safety in Employment Act 2015, you are obliged to take all practical steps to ensure your own safety at work and to ensure the safety of all other persons in the workplace.
- Ensure that the Safety Officer/Manager is advised of any new accidents, incidents or hazards identified immediately. Report any health and safety concerns to the Safety Officer.
- Perform daily equipment and machinery safety checks as required before use. Advise your Supervisor of any damaged or faulty equipment immediately.

Key Performance Indicators

- Accuracy of picking, packing, loading and delivering orders
- Level of product knowledge
- 100 % Compliance with food safety requirements
- 100 % Compliance with legislative and company health & safety requirements
- Workplace tidiness at the end of your shift (includes truck inside and out)
- Attention to product handling i.e. damages during picking, loading and delivering
- Perceptions of teamwork by other staff with functional relationships
- Contribution to achievement of goals within overall operations group and Company Consistent positive customer service feedback
- Delivery time efficiency
- Efficient communication with despatch and customers
- Reduced errors through thorough checking off of product vs. invoice
- 100% Compliance with NZ transport law and EROAD indicators
- 100% Compliance with company policies and procedures
- Safe and careful handling of company property at all times

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