Schedule B

Job Description

**Position** DELIVERY DRIVER / STORE PERSON

**Reports to**  DESPATCH MANAGER

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**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:

* Pick and load stock for our delivery vehicles
* Maintain a clean and tidy Vehicle
* To make deliveries to Bidfood customers in a polite and friendly manner while following company procedures.

**Functional Relationships**

* Despatch Supervisors, Warehouse staff, Despatch Manager, Operations Manager

**Key Responsibilities**

Picking

* Pick stock from Pick sheets to fulfil customer’s orders. Ensure random weights and stock unable to be found is noted on the pick sheets. Keep the freezer and chiller doors shut
* Follow any instructions on invoices or pick sheets. Notify your Supervisor of any confusing instructions or misleading product descriptions
* Ensure stock has been rotated on a first in – first out basis (FIFO) by ensuring the oldest stock is picked first

Loading

* Pack and load all stock off invoice for delivery runs. Handle stock with care.

Driving

* maintain schedules of delivery and keep within timetables
* handle company stock with care
* 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

General

* Assist other staff with other sundry duties 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
* 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

Health and Safety

* Adhere to Health and Safety rules outlined in your Employment Agreement.
* Under the Health & Safety at Work Act 2015 and any amendments, 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.
* Be aware of and correctly manage driver fatigue.
* Ensure that the Safety Officer 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.
* Comply with the Land Transport Rule: Work Time and Logbooks 2007.

**Key Performance Indicators**

* Accuracy of picking, packing and loading orders
* Level of product knowledge
* Compliance with food safety requirements
* Continuity of health and safety checks
* Attention to product handling ie damages during picking, loading & unloading
* Perceptions of teamwork by other staff with functional relationships

Contribution to achievement of goals within overall operations group and Company