



## Job Description

### Date

**Position** Streets – Van Sales Rep (VSR)

**Reports to** Distributions Manager

**Team** Van Sales Rep

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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 key responsibility and purpose of this role is to improve Bidfood Wellington’s market share and sales by working closely with the Regional Convenience Manager and be building, maintaining and utilising strong relationships both with customers and suppliers.

## Key Responsibilities:

- Deliver product to a set customer base
- Deal with the company’s customers in a courteous and respectful manner
- Ensure all customers dependent on volume are covered within a weekly cycle
- Achieve set budgets
- Achieve sales budgets/targets – All Brands and other Supplier budgets and targets to be achieved or exceeded in the time frame given.
- Stock management accuracy – Manage stock on your designated run effectively and ensure stock rotation and accuracy. Monthly stocktakes to be completed by the stock control team. All dated and damaged stock on trucks to be identified and communicated to the stock control team.
- Fleet management – keep up to date records of truck cleaning records and all servicing requirements
- Collaboration - maintain fantastic working relationships with both internal and external stakeholders

## General

- 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
- 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

## Key Performance Indicators (KPI):

- *Sales budgets* – Achieve the overall 12 month sales budget result.
- *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 n Safety* – Reports all incidents, near misses and any potential hazards
- *Values* - Daily actions and conduct aligned with our agreed values

## 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.

## 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.

**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:** \_\_\_\_\_