

**Bidfood – Job Description**

**Distribution Department**

Position Title:	<b>Class Two Delivery Driver</b>
Reports To:	<b>Dispatch Manager</b>
In Absence of Above:	Assistant Branch Manager
Location of Employ:	Glenda Drive, Queenstown
Hours of Work:	8 hours per shift according to the roster
Days of Work:	5 shifts per week according to the roster
Responsible For:	1. Achieving Expected Results

**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”

**Position Summary**

To accurately load and deliver customer orders meeting accuracy and delivery expectations and ensuring customer satisfaction. To ensure that all Class Two log book, Eroad and Bidfood delivery procedures are completed. As required to accurately pick and pack customer orders meeting timeframes and ensuring customer satisfaction through accuracy and careful handling of product.

**KEY RESPONSIBILITIES AND EXPECTED RESULTS:**

<b>KEY RESPONSIBILITY</b>	<b>EXPECTED RESULT</b>
<b>Orders are efficiently and correctly delivered to customers</b>	<ul style="list-style-type: none"> <li>• Truck checks and records are accurately and fully completed prior to departure and upon return</li> <li>• Customers receive a positive impression of the business due to the professional, friendly manner and appearance of the driver</li> <li>• All Food Safety (FSP) and Bidfood policies and procedures are adhered to including proof of delivery, credits and return of goods</li> <li>• Empty crates are collected and crate credit procedures are adhered to</li> <li>• Driving is safe, courteous and reflects positively on the business with no infringement of traffic or by laws, loud radios and smoking at any time whilst delivering is prohibited</li> <li>• Crates are checked by Dispatch, unloaded into the correct area and any returns are checked by Despatch</li> <li>• Vehicles are cleaned and kept free of any rubbish at all times</li> <li>• Class Two log book requirements are met and are consistent with GPS data</li> </ul>
<b>As required pick, pack and load customers orders</b>	<ul style="list-style-type: none"> <li>• Correct quantity, brand, size and quality of product is picked including from the fresh produce department, freezer, chillers or dry store</li> </ul>

	<ul style="list-style-type: none"> <li>• Accurate weights (as required) are recorded</li> <li>• Customer orders are packed and loaded following Food Safety procedures and protection of goods and loads. Accurate driver run sheets are completed</li> <li>• Orders are 100% accurate or customers are notified of any discrepancies through internal systems</li> <li>• Develop product and customer knowledge including knowing the customer's preferences</li> </ul>
<b>Develop and maintain excellent internal relationships</b>	<ul style="list-style-type: none"> <li>• Distribution team, warehouse team, sales team, customer service team and all other departments are up-dated as required re customer feedback and any other relevant information</li> </ul>
<b>Provide assistance in other areas as required</b>	<ul style="list-style-type: none"> <li>• Complete delegated tasks such as truck cleaning, yard, ELA, crate, warehouse and staff room cleaning and restocking</li> </ul>
<b>Complies with Health &amp; Safety At Work Act 2015, Food Safety and other relevant legislation</b>	<ul style="list-style-type: none"> <li>• Any health, safety, security issues or accidents are immediately reported through the appropriate reporting and action methods</li> <li>• Fully conversant and compliant with company and department H&amp;S and FSP procedures, policies and directives</li> </ul>

The organisation recognises that over time employees will, through the natural process of gaining confidence in their ability and understanding of the systems, operate quicker and more efficiently at the job they hold. This will free up time that could be used to develop and enhance the skills, knowledge and abilities of the employee. As a consequence of this, and because the organisation is interested in developing each employee to their full potential, each employee, will from time to time, be asked to take on extra duties that are designed to upgrade their skills, knowledge and abilities. These extra duties will be discussed between the employee and his/her immediate manager, and the decision to allocate them will be taken jointly.

**PERSON SPECIFICATION CLASS TWO DRIVER**

	ESSENTIAL	DESIRABLE
Educational/Technical Qualifications	<ul style="list-style-type: none"> <li>NZ Class 2 Drivers License</li> </ul>	<ul style="list-style-type: none"> <li>Equivalent of NCEA Level 1 Maths &amp; English</li> <li>Current Fork lift license</li> </ul>
Work Experience	<ul style="list-style-type: none"> <li>Previous truck driving and delivery experience (manual gear change)</li> <li>Proven ability to lift up to 25 kg and work at a fast pace for up 10 hours</li> <li>Proven ability to work in cold conditions (freezer) whilst wearing PPE</li> </ul>	<ul style="list-style-type: none"> <li>Previous Bidfood warehouse experience including strong product and customer knowledge</li> </ul>
Interpersonal Skills	<ul style="list-style-type: none"> <li>Displays self motivation, goal orientation, energy and the desire to achieve excellent results</li> <li>Consistently portrays a positive impression and achieves desired outcomes by communicating effectively with a wide range of people despite language and other difficulties</li> <li>Displays flexibility to meet the needs of the business</li> <li>Prioritises tasks to meet deadlines to agreed standards whilst being flexible and adapting to changing demands</li> <li>Autonomously identifies needs and proactively works towards an effective solution gaining cooperation from others as required</li> <li>Remains calm, productive and focused in pressured situations achieving desired outcomes and maintaining positive relationships</li> <li>Displays a high level of integrity, honesty and reliability resulting in effective internal and external relationships</li> <li>Applies effective systems and checklists to ensure details are not overlooked</li> <li>Displays a passion for learning and improving product knowledge</li> </ul>	
Technical Skills		<ul style="list-style-type: none"> <li>Familiarity with internal computerised stock systems</li> </ul>

Agreed by: Class Two Driver Name _____	
Class Two Driver Signature _____	Date _____
Dispatch Manager _____	Date _____