



Job Description for

Date

Position

Driver

Reports to

Despatch 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"

Key Responsibilities

The key responsibility of the role is to accurately make deliveries to Bidvest Foodservice customers in a polite and friendly manner, while also working efficiently and in compliance with company procedure.

Primary Objectives

Deliveries

1. Maintain delivery schedules and keep within time frames.
2. Ensure that all stock is handled with care as to avoid any damages.
3. Collect and account for cash on COD deliveries following the company cash handling policy.
4. Record all returns on the product return sheet / extras sheet. Complete a Request for Credit (RFC) form for all returns as per company policy.
5. Ensure a fully completed Driver's run sheet (with POD's attached) is handed in at the end of each day's deliveries.
6. Take responsibility for your truck and notify the company of any service and or other maintenance that may be required for your truck. Please record any correspondence or maintenance on your load sheets and TTTs.
7. Notify your company of any accidents or damage to the vehicle immediately and complete the appropriate paperwork within 24 hours.
8. Deal with the company's customers in a courteous and respectful manner.
9. Ensure that the truck is kept clean and tidy.

10. Maintain a current driver's licence applicable for the vehicle you drive.
11. Ensure that all goods are delivered as accurately as possible and any additional requirements indicated on the invoice or by despatch are followed.

Health and Safety

1. Under the Health and Safety in Employment Act, 1992, you are obliged to take all practical steps to ensure your own safety at work and the safety of all other persons in the workplace.
2. Ensure that you and all staff and or visitors are wearing the correct PPE.
3. Ensure that all staff and or visitors are aware of all potential hazards.
4. Ensure that all potential hazards are reported and that corrective measures are implemented.
5. Ensure that all pallets are checked for damages and wrapped.
6. Ensure that freezer doors are kept shut to avoid any ice build up.
7. Ensure that all damages are reported and corrective measures are actioned immediately.
8. Ensure that daily equipment and machinery checks are performed before use and immediately advise your Head of Department or Health & Safety officer of any damages or faulty equipment.
9. Ensure that the Health & Safety Officer is advised of any new accidents, incidents or hazards immediately and report any additional health & safety concerns.

Food Safety

1. As per your Employment Agreement, ensure that you maintain the highest levels of food safety.
2. All stock must be stored up off the floor.
3. Observe Company policies on personal hygiene, wounds and infectious illnesses.
4. Ensure cleaning duties are performed as per section 8041 of the Food Safety Manual.
5. Ensure damaged / contaminated stock is reported and isolated as per section 4040 / 4041 of the Food Safety Manual.
6. Ensure all stock is stored up off the floor as per section 4041 of the Food Safety Manual.
7. Always maintain a high standard of dress, grooming and hygiene.
8. All returns must be signed upon return by a supervisor or other authorised persons.

Key Performance Indicators

Your individual performance will be measured against the following criteria

Deliveries

1. Ensure that the temperature control schedule is completed daily – 100%

2. Ensure that deliveries are completed within the given time frames – 100%
3. Ensure that all PODs are ticked off, signed and checked -100%
4. Ensure that that stock damages are below 0.02%.
4. Ensure that delivery credit stats are below 0.02%.

Time Management

1. Ensure that you are at work on time and ready to start your shift.
2. Ensure that the dispatch co-ordinator and or your Manager are notified of any absence due to sickness and or any other reason.

Health & Safety

1. Ensure that all accidents and near misses are reported and recorded -100%
2. Perform daily equipment and machinery safety checks as required before use. Advise your supervisor or any damaged or faulty equipment immediately – 100%

Food Safety

1. Completion of Food Safety records and obligations.
2. No products are to be left on the Warehouse floor.
3. No products are to be left in the trucks.
- 4 All products are to be labelled.
- 5 All damages must be removed from location and placed in the damages cage. All damages are to be recorded and reported to Quality Assurance and or Stock control.
- 6 Maintain a high standard of dress, grooming and hygiene.
- 7 Ensure that 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.

Signature:

Date signed:
