

- ### Job Description for:

Food Safety

- Ensure day to day operational practices at Bidfresh are aligned with the Food Control Programme
- Recalls dealt with in timely manner
- Represent Bidfresh in internal and external audits
- Complete Monthly HACCP verification Audit
- Support HOD's with food safety inductions and training
- Monitor staff practices to ensure highest levels of food safety are maintained

Sales Support

- Liaising with Sales manager & Account managers for specific accounts.
- Provide support for specified accounts including dealing with enquiries, delivery issues and ensuring all paperwork is up to date including any credits.
- Co-ordinate the branch promotional program, including but not limited to updating specials on mybidfood. Maintain and manage any reports needed within the business.
- New and current account analysis on behalf of the sales manager and team.
- Bulk customer communication and contact management.
- Support vacant territory positions in times of absence.

General

- Perform other duties from time to time as instructed by your Manager

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:
