



Date: July 2025

Position: Development Trainee

Reports to: Assigned Department Manager / Head of Department

Company Vision

“Partner of choice for Auckland’s foodservice”

Mission

Delivering Inspiration, innovation, creating culinary magic

Company Values

- Ownership –responsibility and accountability, we own it.
- Quality – in every thing we do, be the best.
- Care – about our people and customers
- People – people and team work drive our success
- Passionate – in all we do

Role Overview

This is a structured development opportunity designed to provide hands-on learning across key areas of our warehouse and logistics operation.

The primary objective is to gain practical skills and demonstrate growth in line with the development schedule (Schedule F). You’ll support operations, learn from leaders, and contribute to the smooth running of our fast-paced FMCG environment.

Key Functional Relationships

- All Warehouse, Transport and Support departments
- Supervisors, Managers and Team Leads
- Compliance Coordinators

Key Responsibilities

Development & Training

- Learn and apply core processes in each assigned department (as outlined in Schedule F)
- Follow instructions and training from Supervisors and Managers
- Track your progress and seek feedback to improve skills and understanding

Team Support

- Assist departments with day-to-day tasks, operational support, and general warehouse functions
- Show initiative and offer help where needed, especially during peak periods
- Contribute to team discussions, safety meetings, and continuous improvement efforts

Stocktake & Inventory

- Support with company stocktakes when required
- Help identify and report any stock variances, damages, or returns as directed

Food Safety Compliance

- Prioritise correct storage of frozen and chilled goods on receipt
- Follow hygiene, cleaning, and contamination procedures per the Food Control Plan
- Identify and remove unsaleable or damaged product in line with policy
- Report irregularities or non-conformances using the standard operating procedure defined in the FCP.

Health & 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.
- Wear required PPE and follow site safety rules at all times

Key Performance Indicators (KPIs)

- 100% compliance with Bidfood H&S and Food Safety policies
- Demonstrated understanding of core processes in each rotation area (Schedule F)
- Attendance, punctuality, and team contribution
- Positive feedback from trainers and supervisors



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.

Acknowledgement

I accept this position and its accountabilities and agree to follow the agreed development plan, uphold our values, and contribute positively to the Bidfood team.

Employee Signature: _____

Date: _____

Schedule F (To be confirmed)