

Job Description for:

Date: September 2025

Position: Nightshift Warehouse Freezer Storeperson / Class 2 Driver

Reporting To: Nightshift Warehouse Manager

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**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 everything we do, be the best.
- Care – about our people and customers.
- People – people and teamwork drive our success.
- Passionate – in all we do.

### Overview

The Night Shift Freezer/Driver owns the efficiency and accuracy of our overnight warehouse pack-down. You will spend most of your shift in sub-zero freezer environments, and will be the primary mover of Class 2 trucks on site. Your actions ensure trucks are correctly rotated, stocked, and dispatched on time, every time.

### Key Responsibilities

#### Freezer Operations (–18 °C and below)

- Spend the majority of each shift working in freezer areas, safely handling, picking/packing, and rotating chilled/frozen stock.
- Follow strict cold-room protocols: wear proper PPE, monitor time-in-cold, and perform buddy checks.
- Execute FIFO stock rotation under time pressure to maintain product integrity.

#### Nightly Truck Movement & Rotation

- Serve as the primary driver of Class 2 trucks within the branch premises, sequencing trucks for efficient loading.
  - Coordinate with Despatch and Warehouse Teams to plug in, position, and prepare trucks for high-volume load-outs.
  - Ensure no pack-down stalls by keeping truck flow seamless throughout the night.
- Picking, Packing & Loading
    - Accurately pick and pack customer orders to match pick sheets and invoices.

- Load pallets and cartons in dispatch sequence, verifying documentation before any truck departs.

#### Equipment Operation & Maintenance

- Safely operate forklifts, pallet jacks, and other warehouse machinery in both ambient and freezer zones.
- Conduct daily pre-start checks and immediately report any faults or hazards.

#### Health, Safety & Food Safety

- Uphold zero-tolerance standards for Health & Safety and HACCP-based Food Safety programs.
- Report all incidents, near misses, and environmental deviations (e.g., temperature alarms) without delay.

#### Team Collaboration & Flexibility

- Communicate critical updates on stock levels and truck positions during shift briefings.
- Step in to support general warehouse or dispatch duties whenever pack-down demands extra hands.

### **Competence Success factors**

We want someone who takes pride in their work, thrives under pressure, and values collaboration. You will bring:

- A current Class 2 licence (minimum; 2 years' experience preferred).
- A current OSH-approved forklift licence (minimum; 2 years' experience preferred).
- Previous warehouse and/or freezer experience .
- Strong physical fitness and safe manual-handling skills.
- Meticulous attention to detail and accuracy in order processing.
- Reliability, teamwork, and readiness for night-shift rosters.

### **Key Performance Indicators**

- Order accuracy rate (target  $\geq 99.5\%$ ).
- On-time loading and dispatch percentage (target  $\geq 98\%$ ).
- Zero lost-time injuries and safety incidents.
- 100% compliance with Food Control Plan and Health & Safety procedures.
- Reduction in stock damage and expired goods.

### **Health & Safety**

Under the Health and Safety at Work Act 2015 you are obliged to:

- Take reasonable care for your own health and safety and that of others.
- Follow all reasonable health and safety instructions and workplace policies.
- Report any accidents, near misses, or hazards as soon as possible to your supervisor or Health & Safety Coordinator.



## **Food Safety**

Bidfood operates under a HACCP-based Food Control Plan (FCP) in line with the Food Act 2014. You are responsible for:

- Adhering to all FCP requirements, including temperature controls and stock rotation.
- Immediately reporting any food safety irregularities or non-conformances to the branch Food Safety Coordinator.

I accept this position and its accountabilities. I agree to meet the standards and produce the stated outcomes.

Signature: \_\_\_\_\_

Date signed: \_\_\_\_\_