



## **Employee Development Program For Bidfood Rotorua**

Date:

Name:

Position: Management Development Trainee

Reports to: Assist General Manager and General Manager

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### **Overview**

- The primary function of this role is to train the employee in all aspects of the Bidfood Rotorua Branch. Upon conclusion of the training phase, it is the intention to allow the employee to specialise in an area of interest and competence, once a suitable position exists within a Bidfood branch.
- In return, the employee is expected to contribute to the development and success of the company by applying the skills and knowledge they gain along the way.
- The employee will need to have strong maths, verbal and written skills, have a keen eye for detail and pride themselves on accuracy. They need to be willing to learn about different aspects of the company including spending time within another Distribution Centre, learning different aspects of what is involved in wholesale and distribution of goods to the Foodservice Trade.

### **Functional Relationships**

- All departments consisting of Sales, Admin, Warehouse operations, Purchasing, Stock control and General Manager.

### **Skills required**

Good Mathematics / Good English – written and verbal

Clear Communication / Relationship builder

Attention to Detail / Accuracy

Analytical skills/problem solving

Microsoft Office – Word, Excel (med level)

### **The program outlined**

The program will be broken down into departments and will be working to a timetable that will be set and agreed at the outset. This will be based over an 12 month period, but may be varied (by discussion with the employee) to facilitate operational or seasonal influences, or to allow for mutually agreed increased exposure to one or other part of the business.

An outlined program will be put in place with time frames and meeting dates that will be adhered too.

### **The areas that are to be worked in will include;**

- Dispatch-working in office and dispatch of picks/invoices Including the nightshift processes and procedures
- Logistics-picking stock/loading of trucks. Including the nightshift processes and procedures
- Warehouse-inwards goods/stock rotation/stock replenishment
- Nightshift-picking stock/loading of trucks keeping within a time frame that will ensure the trucks get away on time

### **Sales**

- Telesales- working in office and selling/taking calls. Including the nightshift processes and procedures
- Customer Sales representatives-Time out in field, calling on customers
- General sales & marketing-Working with Sales manager/Purchasing manager/GM



**Accounts**

- Accounts payable
- Accounts receivable

**Purchasing**

- General stock- Reordering/systems
- Meat category-stock management/ordering/planning
- Stock control- Stock takes/systems implementation

**Compliance**

- Food safety programs & policies/ Understand policy and workings
- Health & Safety- / understanding the importance

**Human Resource Management**

- Staff / Management integration & communication.

**Fresh Produce**

- Work in all aspects of the Fresh business. Rotorua has an integrated business

**General**

- The employee understands that participation in this programme provides no guarantee of employment in the desired area of specialisation. Future employment will depend on the employee's demonstrated competence and suitability for a role, along with the availability of such a role.
- During the programme a review will take place at regular intervals, during which time an open and frank discussion will occur on progress of the programme.
- For each area an outlined description of what is required to be learned will be handed out with the expectation of report/review of learning will be required to be handed in after each area is completed.
- Under the Health and Safety at Work Act 2015, you are obliged to take all practical steps to ensure your own safety at work and to ensure the safety of all other persons in the workplace.
- Ensure that the Safety Officer is advised of any new accidents, incidents or hazards identified immediately.
- Report any health and safety concerns to the Safety Officer.
- As per your Employment Agreement, ensure that you observe Company policies on personal hygiene, wounds and infectious illnesses.
- Adhere to ALL relevant Food Safety procedures and processes as indicated by the Company's Food Safety Program

I accept this position and its accountabilities and I agree to use the systems, to meet the standards and to produce the position objectives.

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

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