

Bidfood Ltd Position Summary

Produce Department

Position Title: **Fresh 2IC Bidfood Taupō**

Reports To: **Fresh Manager**

Hours of Work: **Flexible between the hours of 5am – 5pm**

Days of Work: **Tuesday to Saturday with flexibility required to ensure the role is done to the standard expected. Rotating Mondays as required, and/or to cover leave**

Responsible For: **1. Fresh Produce Department including Fresh Warehouse Team
2. Achieving expected results from Fresh category in terms of efficiencies and performance. Measured by financial performance and feedback from customers and senior staff**

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”

Position Summary

To ensure the correct quantity and quality of produce is sourced, ordered and priced and resources managed so that picking, packing, service and quality standards are maintained and costs minimised as measured by the department achieving budgeted GP and customer satisfaction.

KEY RESPONSIBILITIES AND EXPECTED RESULTS:

KEY RESPONSIBILITY	EXPECTED RESULT
Ensure produce is accurately received, checked and stored	<ul style="list-style-type: none">• Accurate records of all produce received are kept including quantities, weight, crate hire, quoted price and quality and temperature checks• Any discrepancies or non-conforming product is reported through the correct HACCP and/or Bidfood systems to ensure suppliers are informed within the timeframes, produce returned or destroyed as per procedures and accurate credits/charges are made• Incoming stock cost prices and recommended sell prices are reviewed daily and entered into the system• Produce is quickly and correctly stored including rotation of stock, identification of old stock, specialising stock near to use by date and removal of any sub-standard product• Accurate wastage records are kept and a weekly report is available by Monday• Monthly or as required by General Manager, stock takes are accurately completed

<p>Develop and maintain excellent internal relationships</p>	<ul style="list-style-type: none"> • Sales team, other Fresh Branch Managers, key staff especially the office team, are updated daily re availability and quality of produce, new products and codes. Out of stock list must be communicated on a constant basis • A strong working relationship is developed and maintained with the Fresh Manager • Customer feedback is positive about the quality and supply of produce including the use of BIDIQ and other tools.
<p>Ensure the performance of Fresh Team</p>	<ul style="list-style-type: none"> • Fresh team are aware of expectations and meet Bidfood standards through ensuring accurate documentation (eg Job Descriptions, procedures) and formal and informal feedback – Performance Appraisals, daily and weekly up-dates • Fresh team meets quality and efficiency standards as measured by minimal customer quality complaints and meeting run deadlines • Information re orders, stock availability, prices and any other matter is communicated between all relevant parties on a daily basis • Through training, delegation and feedback the Fresh 2IC continually improves knowledge, competence and level of responsibility including ordering, pricing, developing relationships with the suppliers and ability to run the department in the absence of the Fresh Manager • Through training, delegation and feedback the Fresh team, especially supervisors, continually improve knowledge, competence and performance
<p>Assist with the strategic development of the Taupō branch and other fresh produce branches</p>	<ul style="list-style-type: none"> • Attend meetings well prepared with analysis of past performance and ideas for improvements • Communicate with other branches re sourcing best possible buying opportunities • Forward planning to develop new lines and strategies to avoid shortages of critical lines due to seasonal changes (eg lettuce mix, potatoes, carrots, apples)
<p>Provide assistance in other areas as required</p>	<ul style="list-style-type: none"> • Complete delegated tasks and projects as agreed • Assist with company stocktakes as required • Liaise with Operations regarding yard area and equipment.
<p>Comply with Health & Safety, HACCP and other relevant legislation</p>	<ul style="list-style-type: none"> • Complete monthly inspections of the department, plant and equipment and ensure any repairs and maintenance requests are actioned • Staff are trained in the safe use of plant and equipment and adhere to all company policies and procedures including use of vehicles • Any health, safety, security hazards and accidents are investigated and reported through the appropriate reporting and action methods • Being fully conversant and compliant with company and department H&S and HACCP procedures, policies and directives • Actively promoting safe work practices and compliance with HACCP within department

<p>In the absence of the Fresh Manager;</p> <p>Source the best produce ensuring the range meets the changing needs of the marketplace and Bidfood standards, forecasting is accurate to maximise sales opportunities with minimal wastage</p>	<ul style="list-style-type: none"> • Effective, long-term relationships are developed and maintained with suppliers who consistently meet Bidfood standards and approved practices • Effective communication, including regular visits to the markets, results in loyal suppliers who provide us with a priority service • Through reviewing available options best possible purchase price and freight terms are negotiated • Sufficient but not excessive supply of produce is available so that sales are maximised and wastage minimised. • Manage all Fresh enquiries which include: <ul style="list-style-type: none"> • Fresh market updates • BIDIQ quotes and events • Email correspondence • Account Manager requests • Effective management of complaints and response within responsible timeframe • Management of the roster including Weekly payroll sign off • Maintaining relationships and working alongside other HOD's for problem solving, solutions and ongoing efficiency of the branch.
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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.

PERSON SPECIFICATION Fresh Supervisor

	ESSENTIAL	DESIRABLE
Educational/Technical Qualifications	<ul style="list-style-type: none"> • Current Drivers License • Current Forklift certificate 	
Work Experience	<ul style="list-style-type: none"> • Previous management experience • Previous staff management experience (2 years minimum) • Previous sales and budget experience • Knowledge of and passion for New Zealand produce industry 	
Interpersonal Skills	<ul style="list-style-type: none"> • Displays a high level of self motivation, goal orientation, energy levels and desire to achieve excellent results • Proven ability to negotiate ensuring the best outcomes for the business and long-term relationships with suppliers • Consistently portrays a positive impression and achieves desired outcomes by communicating effectively with a wide range of people despite language and other difficulties • Displays flexibility to meet the needs of the business • Prioritises tasks to meet deadlines to agreed standards whilst being flexible and adapting to changing demands • Autonomously identifies needs and proactively works towards an effective solution gaining cooperation from others as required • Remains calm, productive and focused in pressured situations achieving desired outcomes and maintaining positive relationships • Displays a high level of integrity, honesty and reliability resulting in effective internal and external relationships • Applies effective systems and checklists to ensure details are not overlooked • Displays a passion for learning and improving product knowledge and negotiation ability 	
Technical Skills	<ul style="list-style-type: none"> • Advanced level competence with excel, word, email, a database and pricing system (UNIX operating systems) • Understanding of billing systems 	<ul style="list-style-type: none"> • Advanced level experience with Real Time

Agreed by: Employee _____	Date _____
Fresh Manager _____	Date _____