

Job Description for:

Date: December 2025

Position: Nightshift Warehouse Freezer Forklift/Class 2 Driver

Reporting To: Nightshift Warehouse Manager

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 Warehouse Freezer Forklift/Class 2 Driver owns the efficiency and accuracy of our overnight warehouse pack-down. You will spend most of your shift in sub-zero freezer environments, moving stock and loading trucks by forklift, and responsible for moving 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, primarily by forklift.
- Load pallets and cartons in dispatch sequence onto trucks by forklift, 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; 3 years' experience)
- A current OSH-approved forklift licence (minimum; 3 years' fork/reach lift experience)
- Must have a relevant qualification at NZQF Level 4 or minimum of 3 years of relevant warehouse/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: _____