



POSITION DESCRIPTION – Delivery Driver

Position Title	Delivery Driver
Division	Top Cut Foods
Reports to	Plant Manager
Direct Reports	Nil
Effective Date	October 2023

Purpose

This position has the operational responsibility and accountability for the delivery of all local deliveries. This includes but is not limited to the Cold Stores and Distribution functions. This role is a pivotal interface in the supply chain for the storage and handling of products and all outbound functions between the sales and manufacturing departments and our customer base. The objective is to deliver value through improved on-time and accurate delivery and implement operational excellence.

Company Expectations

LIFE Core Values

Proactively demonstrate behaviour that engenders and promotes the LIFE Core Values of the Top Cut Foods Group which fosters/encourages teamwork.

Leadership - contribute to a participative, encouraging, challenging and supportive environment.

Integrity - display high ethical standards including honesty, truthfulness, tolerance and social responsibility.

Flexibility - continuously apply fresh thinking that adds value to all aspects of our business; including people, products, and processes.

Excellence – work with agility and speed to achieve and exceed best practice.

Occupational Health and Safety

As a Top Cut employee you will be required to present fit for work, to work in a safe manner and ensure that any people who report to you and/or you work with work safely.

- Cooperates with and is aware of all To Cut OHS policies & procedures along with any other legislative requirements
- Identifies, assesses, prioritises and controls risks to health & safety of employees, contractors and visitors
- Reports any hazardous conditions, near misses and injuries immediately to your supervisor.

Key Accountabilities

1. Deliver increased profit through operational excellence
2. Secure above average service levels through building relationships with the key stakeholders
3. To facilitate and manage order delivery and react to problems and/or inquiries in a swift and effective manner

Key Relationships – Internal/External

- Transport carriers
- External Customers
- Production/manufacturing
- Internal Management



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- Sales
- Internal Warehouse personnel
- Internal Distribution personnel
- Customer Service
- 3PL Providers

Key Challenges/Success Factors

1. More efficient warehouse operation
2. More efficient distribution strategy
3. Reduced Customer complaints

Knowledge/Experience, Skills and Qualifications

- Proven experience of stock movements
- Advanced computer literacy across MS Office Suite (Word, Excel, and Outlook), and ERP (JDE preferred).
- Experience in inventory management including and understanding of a computerized inventory system.
- Proven analytical abilities
- Strong attention to detail
- Demonstrated personal commitment and flexibility to attain goals and objectives
- Proven self-discipline