

Southern Milk Transport Limited

Position Description

Position: Entry Level Heavy Commercial Vehicle Driver Cadet
Responsible to: Shift Supervisor
Purpose: To learn all aspects of the Transport Industry for classes 2 – 5

Key Tasks	Performance Standard
Unloading and cleaning of Milk tankers on factory sites	- Participate and complete On-Boarding Program - Be responsible for vehicle unloading tasks including clean in place procedures and vehicle and milk reception bay cleaning processes - Ensure all policies and procedures are followed.
Tanker CIPs	- Ensure CIP's are done accordingly. - Ensure all CIPs are completed each day.
General cleaning	- To ensure the hygiene and presentation of the transport office is kept to a high standard. - Ensure all consumables in the office are kept filled and ready for use - Undertake stocktaking procedures where required
Milk Sampling	- Adhere to procedures for sampling milk. - Ensure milk passes tests before starting pumps. - Chemicals and testing equipment kept in supply. - Samples stored and prepared for collection.
Documentation	To ensure all required documentation is completed correctly and in a timely manner.
To operate heavy commercial vehicles (Classes 4 and 5) safely, efficiently, and consistently	- Ensure prestart check is done prior to departure – record any defects. - Ensure post operation check must be completed at the end of the shift and any defects recorded. - Understand vehicle permit documentation and requirements. - Drive to the conditions. - Adhere to NZ road code. - Adhere to speed limits and site-specific rules. - Contact the shift supervisor if any problems arise. - Collect milk following Milk collection SOP - Leave customer sites as you find them. - Maintain truck cleanliness to a high standard. - Check in with supervisor at end of shift.
To maintain communication with internal and external stakeholders	- To maintain effective communication with shift supervisors, managers, factory staff and vehicle operators. - To use professional phone manner when answering office phone or RT

To adhere to all relevant Standard Operating Procedures	• To adhere to all relevant Standard Operating Procedures • To follow all Southern Milk Transport Rules and Policies
Adhere to all Health and Safety Policies and Procedures	• Understand and meet obligations as required of the Health and Safety Legislation • Read, understand, and adhere to all Health and Safety Policies and Procedures contained in the Southern Milk Transport Limited Health and Safety Management Plan • Ensure all hazards are identified and reported so they can be recorded on the hazard register. Ensure all hazard controls are maintained and adhered to • Ensure all incidents, near misses, accidents, injuries, and serious harm incidents are reported appropriately following the policies and procedures outlined in the Southern Milk Transport Limited health and safety management plan. • Ensure all emergency procedures are understood and adhered to • Report any concerns with training or induction of new employees to the shift supervisor. • Understand and adhere to the bullying and harassment policies and procedures. • Understand and adhere to the Drug and Alcohol Policies and procedures located in the Southern Milk Transport Limited Health and Safety Management Plan • Ensure the use of all appropriate personal protective equipment to carry out duties safely and effectively daily. • Attend and contribute to health and safety meetings
To complete any other assignments, projects or responsibilities delegated or assigned by the shift supervisor.	• Ensure all other tasks, projects, assignments, or responsibilities delegated or assigned by the operations Manager and shift supervisors, are completed accurately professionally and in a timely manner
To complete the New Zealand Certificate in Commercial Road Transport (Heavy Vehicle Operator) (Level 3)	• Complete the New Zealand Certificate in Commercial Road Transport (Heavy Vehicle Operator) (Level 3) program in a timely manner.
Team responsibilities	• Effectively communicate with shift supervisors as required. • Act as an effective team member, including communicating effectively with the entire team. • Help to create a fun, supportive environment to work in • Contribute to the team, letting others know information that may be useful or important

Person Specifications

1. Core Competencies

Competency	Definition
Communication	• Can communicate clearly, calmly, and courteously in all situations. • Expressing ideas effectively in individual and group situations (including non-verbal communication).
Integrity	• Maintaining and promoting social, ethical, and organisational norms in conducting internal and external business activities.
Practical Learning	• Assimilating and applying, in a timely manner, new job-related information that may vary in complexity.
Quality Orientation/Attention to detail	• Ensures all tasks are completed in a timely manner with a focus on detail
Teamwork/Collaboration	• Can respectfully work as an individual or in a team to ensure all tasks are completed to achieve the objectives of the organisation.
Work Standards	• Sets self-imposing goals to ensure high standards are met and maintained.

2. Qualification

Under 25 years of age must hold a full, clean Class 1 New Zealand Licence for at least 6 months.

- Over 25 years of age must hold a full, clean Class 1 New Zealand Licence for at least 3 months.

Agreed by:

Job Holders signature

Operations Manager Signature

Date
