

Position Description Casual Tanker Driver

Title:

Tanker Driver

Company:

The Tatua Co-operative Dairy Company Limited

Purpose of Role:

To collect milk from supplier farms in an efficient and effective manner, and maintain the tanker in a clean and tidy condition.

Reports to:

Milk Collection Manager

Direct Reports:

None

Key Relationships:

Company Suppliers

Laboratory

Other Transport Staff

Authorities & Financial Responsibilities:

Must seek authorisation for any changes from specified work instructions.

Key Result Areas (KRAs):

KRAs:	Measures:
Compliance & Quality Control	<ul style="list-style-type: none">• To drive milk tankers and collect milk to the required standard at all times.• To operate the tanker in an efficient and safe manner.• To follow the documented milk pickup procedures without deviation.• To take samples and conduct tests following the procedures detailed in the work instruction manual.• To complete all specified documentation accurately and at the required time.• To follow the staff code of conduct and practice.• To carry out other duties as designated by the Manager – Supplier Services.
Housekeeping & Hygiene	<ul style="list-style-type: none">• To maintain a high level of personal and tanker hygiene.• To maintain the tanker and associated work area in a clean and tidy condition.• To follow documented cleaning procedures, ensuring the tanker is clean before finishing work.
Stock Loss	<ul style="list-style-type: none">• To be aware and eliminate all sources of product loss

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Health & Safety	<ul style="list-style-type: none"> Undertake all work in a safe manner and follow all company and workplace health and safety procedures Identify new hazards and advise manager or workplace H&S representative/ co-ordinator within 24 hours of identification (or earlier if required) Accurately report incidents and accidents to manager or workplace H&S representative/ co-ordinator as soon as possible
Customer Service & Communication	<ul style="list-style-type: none"> To maintain a motivated and positive attitude. To communicate effectively with the Manager – Supplier Services and other transport staff on problems or maintenance items that need attention. To act as a representative of the Company at all times whilst dealing with Suppliers, Customers and general public in a manner befits the image and values of TATUA.

General:

- To follow any lawful or reasonable instruction made by the employer
- To exercise skill and care; and to provide a safe place of work, free of hazards
- To be present at work; and to work faithfully and honestly

Key Skills / Knowledge / Experience Required:

- Positive attitude
- Willing to learn
- Ability to work in a team
- Physically fit
- Good record keeping skills
- Mechanical ability

Essential Qualifications Required:

- Full class 1 & 5 New Zealand Drivers Licence

Desirable Qualifications:

- 'D' endorsement

This Position Description is a working document subject to review and change as required by Management

Office Use Only

Know-How		Problem Solving			Accountability		Total Points	Profile
Slot	Pts	Slot	(%)	Pts	Slot	Pts		
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