



Day Trucking Assistant Manager

Purpose: Acts as primary support for Trucking Manager and Fleet Manager in the management and coordination of Veritable Vegetable's green fleet operations.

Status: Reports to Trucking Manager. Works closely with Fleet Manager, Night Trucking Assistant Manager, Transfer Supervisor and Freight and Routing Coordinator. Collaborates with Warehouse, Finance, IT and Maintenance. Substitute drives as required.

Responsibilities:

Managing the Workflow

Dispatch

1. Back up dispatch as directed by Trucking Manager
2. Manage the local second delivery process.
3. Point of contact for freight, allocation and routing questions to troubleshoot potential capacity and delivery challenges. Acts as back up Freight and Routing Coordinator when needed.
4. In conjunction with Fleet Manager, develop and implement action plans to minimize down-time and ensure driver safety.
5. Minimize business disruption internally and externally by accurately communicating statuses to Trucking, Sales, Purchasing, Warehouse and IC departments.

Compliance

1. Knowledge of Department of Transportation rules and regulations.
2. In conjunction with Trucking Manager implement procedures to ensure all driver qualification and equipment records (i.e. medical cards, pull records, SFO Airport Security, IFTA/Fuel Tax Reporting, etc. are maintained and updated as required.
3. Assist with vehicle inspection (DVIR) process on all VV assets to support both regulatory compliance and equipment health & longevity.
4. Support Fleet and Trucking managers to monitor driver behavior and hours of service to ensure safety, compliance, and a high level of customer service.
5. As directed by Trucking Manager, collaborate with HR and Training Manager on driver-related training, policies, enforcement, and record keeping.

Insurance

1. In conjunction with Trucking and Fleet Managers assist with all insurance-related activities.

IT

1. Proficient in all departmental electronic devices (i.e. telematics, in-cab tablets, telephones, computer software programs) in order to provide support to department staff members as needed.
2. Support implementation of new computer hardware and software programs.
3. Identify opportunities to improve efficiency and effectiveness of trucking operations through software modifications and actively participate in design, testing and implementation.

Fleet

1. Ensure equipment availability does not impact scheduled truck runs by working closely with Fleet Manager to coordinate vehicle maintenance, equipment/truck repairs, in/out of service requirements, troubleshooting on-the-road breakdowns.
2. Performs routine truck software updates as directed by Fleet Manager

Departmental Support

1. Assist with driver training
2. As needed provide transfer driving support
3. As needed substitute drive to ensure Trucking department operations occur with minimal interruption.

Safety

1. Support implementation of safety procedures to ensure compliance with FSMA, GAP/GHP, CA DOT, FMCSA and OSHA standards
2. Assist with scheduling and other support to ensure all Trucking staff is trained and complies with safe use of equipment as well as food safety and general safety best practices.
3. Report accidents promptly involving drivers and trucks in accordance with established procedures.

Professional Development

1. Keep abreast of professional and technical knowledge such as shipping/routing systems, industry regulations, and equipment technologies by participating in educational opportunities; reading professional publications; participating in professional organizations and attending conferences

Essential Requirements:

1. Determining tasks, priorities, and goals
2. Being exact or highly accurate
3. Meeting strict deadlines while remaining calm and focused
4. Able to work both independently or with a group or team from different departments
5. Taking responsibility for work outcomes and results
6. Being responsible for the health and safety of others and safe handling of product
7. Work effectively in a changing environment, communicating the status of work to others to ensure operations occur with minimal interruption.
8. Being flexible about work hours and schedule
9. Knowledge of produce quality and handling/temperature requirements
10. Knowledge of truck loading principles including weight distribution
11. Understand and act in accordance with Veritable Vegetable's mission statement and values in the workplace

Abilities and Skills:

1. Communicate effectively over the telephone
2. Clear and concise written communications
3. Use logic, reasoning, research and creativity to identify and solve problems
4. Exercise good judgment and decision making
5. Manage one's own time
6. Manage conflicts to positive resolution
7. Customer Service skills – ability to establish and maintain relationships with internal and external customers, use questioning skills to investigate and resolve complaints

Qualifications:

1. 2+ years working in fresh produce transportation/logistics and at least 1 year experience with organic produce
2. Must have a Class A driver's license and 2+ years driving experience and be an insurable driver
3. Proficient using Enterprise software and databases, Fleet maintenance programs, and Microsoft Office Suite programs
4. Expert backing skills
5. Maintain a clean driving record
6. Knowledge of relevant Federal (DOT) and California transportation laws, rules, and regulations
7. Strong understanding of driver safety protocols
8. Knowledge of DOT federal, state and local laws, rules and regulations
9. Experience with and knowledge of material handling equipment
10. Knowledge of best safety practices for material handling
11. Skilled in use of all power and manual equipment
12. Bi-lingual, Spanish/English, strongly preferred

Physical Requirements:

1. Ability to lift up to 55 lbs. without assistance
2. Ability to make repetitive movements including, but not limited to bending or squatting, climbing into and out of trucks
3. Some exposure to factors such as cold coolers, inclement weather conditions, moving machinery and loud noises

To Apply:

Submit a resume and cover letter to hr@veritablevegetable.com

*VV is a team of movers, shakers, and thinkers who are passionate about the environment, sustainable food systems, and social justice. Together, with you, we are building an equitable food system and creating a healthier world. **To achieve that end, we strongly encourage women, trans, non-binary, and BIPOC to apply. We are looking for long term fits and will train the right candidate. Please consider applying, even if you don't believe you meet every one of the required qualifications or key abilities described.** Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.*