



JOB DESCRIPTION

TITLE: Sales Manager

REPORTS TO: General Manager

DATE: 7/1/2017

FLSA STATUS: Salary + Commission / Exempt

GENERAL PURPOSE

The Catering Sales Manager performs all job assignment with a positive attitude that supports Kitchens for Good's mission and vision to break the cycles of food waste, poverty and hunger through innovative programs in workforce training, healthy food production, and social enterprise. The Catering Sales Manager oversees a team of Event Sales Coordinators and generates revenue by selling a variety of on and off-site catered events.

ESSENTIAL DUTIES

- Demonstrates positive leadership characteristics which inspire staff to meet and exceed our standards and sales goals.
- Prospects and solicits new and return business.
- Manages, directs, motivates and mentors sales team.
- Ensures the process for collecting final payment is adhered to by sales team.
- Represents Kitchens for Good at trade shows and industry events.
- Provides revenue projection, production and tracking for event sales
- Oversees fulfillment of contract negotiation.
- Reviews and updates detailed price sheet of all billable products and services that accurately reflects current costs and the company's profit objectives.
- Reviews sales teams upcoming BEOs to ensure details and accuracy.
- Negotiates related agreements and assures contractual obligations are met.
- Works with team to develop marketing plans, budget analysis and menu creation.
- Adheres to all KFG and department policies and procedures.

Other duties & Responsibilities:

- Participates in special projects and committees, as required
- Coordinates staff daily
- Attends weekly communication meetings with team members
- Sells on and off-site catered events
- Communicates and negotiates with service providers, vendor and other department to ensure contract fulfillment of events
- Assists in marketing research and information gathering projects
- Produces reports and documents
- Meets deadlines, sales goals and multiple tasks
- Performs related duties and responsibilities as required

QUALIFICATIONS

You will have a High school diploma or general education degree (GED) equivalent with a minimum of 3 years of catering sales experience in hotel and/or target catering venue; experience managing a team of people; prospecting and contract negotiation; experience with Corporate and citywide markets is

desirable; valid California driver license and vehicle insurance in good standing. You must have proficiency with Microsoft Office programs (Word, Excel, Outlook); experience with Caterase desirable.

Knowledge of:

- Sales process
- Contractual negotiations
- Outbound sales prospecting
- Effective leadership skills
- Accounting and budgeting

Ability to:

- Use word processing, spreadsheet and email
- Communicate effectively (verbal & written)
- Handle conflict resolution
- Problem solve
- Work effectively with teams and others in a diverse environment

WORKING ENVIRONMENT:

Office environment, fast paced, sales driven and team oriented. Driving and outdoor work in varying weather conditions may be required.

PHYSICAL DEMANDS:

Periods of sitting, standing, bending and lifting up to 35 pounds. Some walking both indoors and outside sometimes in inclement weather; some travel.

ACCOUNTABILITY:

- For the overall achievement of the above responsibilities, Catering Sales Manager reports to the General Manager.

Employees are held accountable for all duties of job –

Employment at Kitchens For Good (KFG) is “at-will.” Employees are free to terminate their employment with KFG at any time, with or without a reason. Likewise, KFG may terminate the employment relationship at any time, for any lawful reason or for no reason at all.

I have read, understood, and agree to all the duties and skills referenced above.

Signature

Date