

Kitchens for Good

Job Description

POSITION TITLE: Catering Sales Manager

REPORTS TO: Director of Hospitality

FLSA STATUS: Exempt

Who we are: Kitchens for Good (KFG) believes that kitchens are economic engines for good in their communities. Kitchens for Good is a 501(c)(3), social enterprise that breaks the cycles of food waste, hunger, and poverty through innovative solutions in workforce training, healthy food production, and profitable food enterprises. These enterprises include a robust catering and events operations, contract meal services, and activities conducted in enterprise kitchens. Kitchens for Good has been recognized for its innovative approaches and was recently voted Caterer of the Year by San Diego Magazine's readers.

Position Summary: The Catering Sales Manager is the catalyst behind our success as an organization. The Catering Sales Manager is responsible for driving revenue growth and bringing net new business from prospects by introducing and establishing Kitchens for Good as a preferred catering and events location. They do this by prospecting over the phone, face-to-face, through their networks, and building referral partnerships. In addition, the Catering Sales Manager will work closely with clients from initial contact through completion of the event confirming all details of the event and ensuring all details have been communicated with the operations team.

Essential Functions:

- Generates revenue by prospecting and soliciting new and return business by selling on and offsite catered events.
- Meets and/or exceeds established sales goals.
- Demonstrates positive leadership and characteristics which inspire staff to meet and exceed our standards and sales goals.
- Oversees fulfillment of contract negotiation.
- Communicates and negotiates with service providers, vendor, and other department to ensure contract fulfillment of events.
- Participates in special projects and committees.
- Provides revenue projection, production, and tracking for event sales.
- Professionally represents Kitchens for Good at trade shows and industry events.
- Collaborates with catering and sales team to develop marketing plans, budget analysis and menu creation.
- Exhibits a high level of enthusiasm when working with customers to drive customer satisfaction.
- Attends weekly BEO meetings with sales and catering team.
- Reviews and updates detailed price sheet of all billable products and services that accurately reflects current costs and the organization's profit objective.
- Proactively troubleshoots problems that may arise to ensure customer satisfaction.
- Answers questions and handles complaints.
- Update client information in the company contact database.
- Stay on top of industry trends to identify potential opportunities for company growth.

Competencies:

- Strong Presentational Skills
- Collaboration Skills

- Customer/Client Focus
- Initiative/Self-Motivated
- Results Driven
- Organizational Skills

Education and Work Experience

- Bachelor's degree (B.A) or equivalent experience
- Minimum of 3 years of catering and sales experience in hotel and/or catering venue
- Minimum of 3 years in prospecting and outside sales with Corporate and citywide markets
- Excellent prospecting, resourcefulness, communication, presentation, and networking skills
- Previous experience working with Caterease (desirable)

Work Environment

Work from home and on occasion in the office depending on scheduled appointments and events.

Physical Demands

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is occasionally required to sit, stand, reach, lift, bend, kneel, stoop, climb, push, and pull items weighing 50 pounds or less. The position requires manual dexterity; auditory and visual skills, and the ability to follow written and oral instructions and procedures.

Travel

The employee will be expected to travel up to 50 percent of the time to scheduled off-site events and/or locations.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice

Kitchens for Good is pleased to be an Equal Opportunity Employer. M/F/D/V are encouraged to apply.