

Kitchens for Good

Job Description

POSITION TITLE: Catering Sales Manager

REPORTS TO: Chief Executive Officer (CEO)

FLSA STATUS: Salary + Commissions

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 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 generates revenue by selling and managing a variety of on and off-site catered events.

Essential Functions:

- Generates revenue by prospecting and soliciting new and return business by selling on and offsite catered events
- 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 communication 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
- Previous experience working with Caterease

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

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

This is an outside sales position and 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 us 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

Acknowledgment

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the physical requirements of the position. Kitchens for Good will attempt to satisfy requests as long as the accommodation needed is reasonable and no undue hardship would result.

I understand that the job description, its requirements and that I am expected to complete all duties as assigned. I understand the job duties may be altered from time to time.

Employees Signature Date

Print: Employee’s Name Date

Supervisor’s Signature Date

Human Resources Date