



JOB DESCRIPTION

POSITION:	Food Service Division Manager
DEPARTMENT:	Sales
REPORTS TO:	Senior Vice President of Sales & Marketing
CLASSIFICATION:	Exempt
APPROVED BY:	Senior VP of Sales & Marketing
APPROVED DATE:	2/15/19

Summary

This position is responsible for all food service sales activity in assigned accounts or regions. A Division Manager builds and manages the quality and consistency of product and service delivery, while maintaining a high level of visibility with key accounts.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Presents and sells company products and services to current and potential clients.
- Prepares action plans and schedules to identify specific targets and projects the number of contacts to be made.
- Works with sales team to identify sales targets and makes contact with them for the purpose of introduction and overview of product line versus prospects needs.
- Follows up on new leads and referrals resulting from field activities of blue arrow work from other sales representatives.
- Develops with lead team food service product offering and maintains with marketing sales support materials.
- Responsible to build and strengthen manufacturers relationships and programs.
- Stays current on Food Service industry trends, opportunities and threats.
- Prepares sales presentations, proposals, sales contracts, contract activation, service contracts maintenance, status reports, sales activity reports, sales goals, sales closings and sales follow-up calls.
- Identifies and resolves client concerns.
- Manages accounts through quality checks, follow-up meetings including communicating new products/services, opportunities or special developments.
- Coordinates company staff to accomplish the work required to close sales.
- Develops and implements special sales activity to reduce stock.
- Participates in marketing events such as seminars, trade shows, and telemarketing events to food service industry.
- Demonstrates use of new products/equipment to current and prospective clients.

- Researches existing and new customers to gain knowledge about customers business needs.
- Assists customers in the proper selection of products.
- Creatively assists customers in building the right program for their operation.
- Consults with customers regarding health and wellness of their facilities.
- Works closely with supplier community on programs to support customer's needs.
- Works closely with Brady management in identifying new opportunities with the customer.
- Responsible for the supervision of employees in the Food Service division which includes hiring, firing, advancement, promotion, and other changes in status as well as evaluating performance, providing necessary training and problem resolution.

Competencies

- Customer/Client Focus.
- Communication Proficiency.
- Performance Management.
- Business Acumen.
- Initiative.
- Results Driven.
- Organization Skills.
- Presentation Skills.

Supervisory Responsibility

This position manages all employees in the food service division and is responsible for the overall direction, coordination, and evaluation of these employees. Carries out supervisory responsibilities in accordance with company policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees and addressing complaints and resolving problems.

Work Environment

This job operates in a large room shared with others and own cubicle space. This role routinely uses standard office equipment such as computers, telephone, headset and photocopiers.

Physical Demands

The physical demands described here 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; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Position Type/Expected Hours of Work

This is a full-time position with some flexibility in hours, but the employee must be available during “core” works hours of Monday through Friday 8:00 a.m. – 5:00 p.m. Occasional evening and weekend work may be required as job duties demand.

Travel

Significant local travel during the day, although frequent regional and overnight travel is required.

Required Education and Experience

- High School Diploma required, some college preferred.
- 10+ year’s previous sales experience required.

Abilities:

- Strong communication skills both verbal and written.
- MS Office experience.
- Intermediate to advanced Excel skills required.
- Excellent customer service skills.
- Knowledge of sales promotions and advertising techniques required.
- Problem solving and negotiation skills required.
- Must be a self-starter with strong time management skills.

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.

Signatures

This job description has been approved by all levels of management.

Manager _____

HR _____

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____