



## **The Philadelphia Catering Company Catering Sales Associate**

*Our hard-working employees are what make our company what it is today. Everyone here takes great pride in what we do and understands what it means to be a part of a winning team. You'll find camaraderie and teamwork around every corner at Philadelphia Catering Company.*

### **Image Associate Key Responsibilities**

- Assist full-time administrative associates
- Answer Phones, take orders, field questions, provide quotes
- Develop rapport with customers
- Creating daily food labels for orders. Proficient in Word and Publisher
- Organizing & filing orders
- Organizing & filing customer purchase orders
- Maintain schedule board – make entries for each event
- Researching nutritional facts as needed.

**Hours:** Monday- Friday, 9am to 4pm. Must be flexible to occasionally switch days. Sometimes you may be required to work later during busy times and less during slow times.

Estimated Weekly Hours – approximately 35 hours per week

### **Compensation:**

- Training - \$13.25/hour

#### **\* 4 weeks**

- Hourly Rate - \$14.25
- Comprehensive Health Benefit through Vitable

#### **\* 6 months**

- Optional benefits:
  - Life and Disability Insurances
  - Retirement plan

#### **\* 1 Year**

- Hourly Rate – TBD upon performance review
- Paid Time Off - 52 hours / year
- Gainshare Plan (profit sharing)