Position: DISTRIBUTOR SALES REPRESENTATIVE  
FLSA Status: Exempt  
Classification: Full-time  
Date: October 20, 2008  
Reports to: District Sales Manager

Position Summary
To manage and develop new customers, while maintaining existing sales within assigned customers and a given sales territory.

Note: Although territories may be issued, overlap may occur without changes.

Essential Duties and Responsibilities

- Oversee, maintain and develop existing business within a territory.
- Review daily sales reports to manage and coordinate work activity.
- Develop a daily/weekly call list and maintain information accuracy monthly.
- Work closely with specialists on account presentations and penetration.
- To develop a target list of new customer development with district manager’s support.
- Review monthly the best monitoring sales report with management to determine if goals and objectives are being met.
- Develop a front line relationship with assigned customers.
- Communicate trends/pricing issues and other unique issues as it relates to sales.
• Work closely with the purchasing department on customer needs.

• Participate in all sales/marketing functions as it relates to company business

• To promote a positive attitude within the company.

• Work closely with local brokers/manufacturers on developing new business and promoting manufacturers’ product lines.

• Work closely with operations and management in regards to sales needs.

• Must be able to meet company goals and objectives.

• Other responsibilities as required

Qualifications

• **Education and/or Experience**

  Minimum high school graduate, with some business and food technology knowledge. Hotels/restaurant background preferred but not required. Minimum three years food service experience. Leadership in selling skills required.

• **Knowledge**

  Knowledge of food, food ingredients and nonfood products, their application and preparation.

• **Skills**

  Highly motivated and responsible self-starter with the ability to work under pressure, is service and customer oriented and able to solve problems. Must possess good oral, communication, and mathematical skills. Must be computer and PC literate.

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

• While performing the duties of the job, the employee is required to stand. The employee is required to walk. The employee is regularly required to
sit. The employee is regularly required to use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms. The employee is occasionally required to climb, balance, light stair climbing. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee is regularly required to talk or hear. The employee is occasionally required to taste or smell.

- The employee must frequently lift and/or move up to 50 lbs.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception, able to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally exposed to work near moving mechanical parts, occasionally exposed to fumes or airborne particles, occasionally exposed to the risk of electrical shock, occasionally exposed to vibration.
- The noise level in the work environment is usually moderate.
- Daily business travel requires in and out of vehicle; meeting customers at restaurants and kitchen areas and involve situations such as wet floors, stairs, and abnormal conditions.

**Work Conditions**

The work conditions for this job are:

- Maintains motor vehicle minimum insurance requirements. Maintains valid Hawaii driver's license; acceptable motor vehicle record.
- Position is privy to information that may be sensitive and proprietary and knowledge of confidential information must not be divulged to competitors or this action may result in an irreparable loss or damage to HFM’s business reputation. An acknowledged confidentiality and a non-compete agreement is required to ensure that confidential material will remain within HFM FoodService.
- HFM FoodService maintains an at-will policy of employment. This means employment may be terminated with or without cause and with or
without notice at any time at the option of either HFM FoodService or the employee.

Other

- Accessibility to a car (mode of transportation) to visit customers, make special deliveries, etc., cost of which is included in compensation. No reimbursement for parking and/or auto use.

- Use of company laptop, complete with computer programs for the ordering/processing of customer orders. Able to connect with the company’s mainframe computer system remotely using the laptop via the internet.

Hours of Work

Exempt position. May be required to attend functions outside of the normal business hours to promote and support the sales department and company’s goals and objectives. Some off-island travel may be required.

The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.