



## Now Hiring: Catering Sales Representative

 *The Hive – Erlanger, KY*

 *Part-Time or Full-Time | Flexible Hours*

---

### **About The Hive:**

The Hive is Northern Kentucky's best breakfast, brunch, and lunch restaurant—serving up crave-worthy food, exceptional coffee, and warm hospitality. We're growing, and so is our catering and events business! We're looking for a passionate and driven **Catering Sales Representative** to help us take things to the next level.

---

### **Position Summary:**

The Catering Sales Representative will lead the coordination of all private events at The Hive and grow our off-site catering business. This includes handling everything from inquiries and bookings to event execution and client follow-up. We're looking for someone who's equal parts people-person, detail-oriented planner, and go-getter salesperson.

---

### **Responsibilities:**

#### **Sales & Outreach**

- Identify and pursue new catering opportunities with local businesses, schools, and organizations
- Develop relationships with corporate clients to generate recurring lunch orders
- Execute sales campaigns via email, social media, and direct outreach
- Follow up with all leads from our website, Toast platform, phone calls, or in-person

#### **Event Coordination**

- Manage all aspects of events held at The Hive during and after business hours
- Create custom proposals, timelines, and layouts for clients
- Collaborate with kitchen and front-of-house teams for seamless execution
- Be present for events when needed to ensure success

#### **Client Relations**

- Conduct venue tours and tastings for prospective clients
- Serve as the main point of contact from inquiry to event completion
- Provide a warm, professional, and personalized experience for every client

#### **Admin & Strategy**

- Track sales, leads, and performance metrics
  - Help develop catering packages and pricing strategies
  - Provide feedback and ideas to improve services and grow revenue
- 

### **Qualifications:**

- Previous experience in catering sales, event planning, or hospitality is strongly preferred
  - Strong communication and interpersonal skills—you love connecting with people
  - Highly organized and detail-oriented, able to manage multiple events at once
  - Comfortable with both sales outreach and event execution
  - Self-motivated with the ability to work independently and think creatively
  - Flexible availability, including occasional evenings or weekends for events
  - Familiarity with Toast or other POS/event management software is a plus
  - Must have reliable transportation for occasional off-site client meetings or tastings
- 

### **Compensation:**

#### **Base + Commission**

- Base pay: \$15–\$20/hour (based on experience)
  - Commission: 5–10% of net catering/event sales
- 

### **To Apply:**

Email your resume and a short note about why you'd be a great fit to: [\*\*jessica.fette@gmail.com\*\*](mailto:jessica.fette@gmail.com)  
We can't wait to meet you!