

Position: Commercial Kitchen Designer
Reports to: Commercial Kitchen Design Manager
Payroll Status: Exempt

Position Summary:

The Commercial Kitchen Designer will provide extensive foodservice industry knowledge to customers through the use of quotations, coordination of sales, and foodservice design/layout. All employees are expected to adhere to Ace Mart business philosophy, guidelines and policies as laid out in the **ACE MART MISSION STATEMENT**, Employee Handbook, Standard Operating Procedures Manual and Safety Program.

Responsibilities

1. Be an in-depth source of knowledge of foodservice kitchen design and equipment by understanding the affect differing concepts, menus, and space, will play in the design and function of the kitchen.
2. Provide customers detailed AutoCad drawings and equipment schedules for foodservice establishments by listening to their wants and needs or consulting with them and/or their architect or General Contractor.
3. Perform site visits to obtain field measurements necessary for specifying equipment.
4. Provide equipment price quotations and specifications to customers and sales associates by use of AutoQuotes, manufacturer's quotations, or those of their representative.
5. Communicate the utility requirements of foodservice equipment to the customer or their representative, by providing specification sheets, specific written requests for a utility or utilities, and providing Rough-In-Drawings.
6. Outstanding organizational skills required to successfully and simultaneously manage multiple projects.
7. Direct the placement of equipment at the jobsite by providing detailed drawings.
8. Ensure the customer is provided all the necessary paperwork, including itemized invoices, warranties and instruction manuals upon the completion of the job by directing the Commercial Kitchen Designer Assistant in the assembly of a booklet containing the aforementioned.

I. Qualifications:

- a) Outstanding written, communication, analytical and problem solving skills.
- b) Proficient in the use of Microsoft Office products (Word, Excel, Projects, etc.), Auto Quotes, AutoCAD with certification to be gained within twelve months from date of hire.
- c) A valid Texas driver's license, driver's history consistent with passing Ace Mart's insurance carriers qualifications and the ability to pass a drivers license check once per year.
- d) Outstanding organizational skills to successfully and simultaneously manage multiple projects.

II. Current knowledge required of:

- a) Foodservice equipment and supply application.
- b) Restaurant and institutional kitchen flow based on menu and operational structure.
- c) Bid/quotation process when dealing with Government entities and independently owned foodservice operations.
- d) Warranties, their application, including locating authorized service agencies.
- e) Familiar with Texas codes pertinent to foodservice operations.

III. Education and Experience:

- a) High school diploma or equivalent.
- b) Texas ServSafe certification.
- c) Eight years' experience within the foodservice industry.

IV. Physical requirements and conditions:

- a) Pass a pre-employment physical exam and drug screening.
- b) Standing, walking, and entering and exiting a motor vehicle multiple times daily.
- c) Lift and lower boxes and objects 35 inches from the floor;
- d) 1 –25 lbs. 3 times daily.
- e) 26 – 50 lbs. 1 time daily.
- f) Work at a CRT screen up to eight (8) hours daily.
- g) Be able to travel to customer's restaurants, navigate foodservice kitchens, construction sites, and remote locations within the continental U.S.A.
- h) Use a cellular telephone, multi-line desk telephone, and a ten-key calculator.
- i) Participate in trade shows, factory tours, and other training as assigned by the Training Department.
- j) Travel by car and/or plane in and out of Texas as required by the position.