

Office Skills

Phones

Answer incoming call - Rich's

Answer incoming call - LBE

Email

Retrieve email with Outlook

Send email with Outlook

Google Calendar

Find events on Google calendar

Create event on Google calendar

Pull information for event re-book

Identify Google Calendar color meanings

Record Board

Orientation

Verification

Messenger

Send message with LAN messenger

Retrieve message history

RCS

Find order on RCS Calendar

Place RCS order

Print RCS order

Modify existing RCS order

Find customer information in RCS

Sales Skills

Excel

Save a copy of Ice Cream Contract

Create Ice Cream Contract - Local Wedding

Create Ice Cream Contract - Local Corporate/Social

Create Ice Cream Contract - Bay Area Wedding

Create Ice Cream Contract - Bay Area Corporate/Social

Go Over Original Calculator

Publisher

Create Ice Cream Vendor Confirmation

Create Banquet Layout

Create LBE order

Pipedrive

Pipedrive Philosophy

Find Deals in Pipedrive

Create Deals

Edit Information

Set Activities

Making a Sale

Activity Flow

Email Inquiries

Phone Inquiries

Sales Development meeting with Rich

Sales Development meeting with Bill

Generating New Leads

Front of House Skills

Production

Identify ingredients on line

Identify types of bread

Build Professional Meeting Sandwiches

Build Seminar Meeting Sandwiches

Build Wraps

Wrap Sandwiches and Wraps

Slicer training

Vegetable Ingredient Prep Training

Assembly

Identify sides

Identify desserts

Assemble Professional Meeting - Buffet

Assemble Seminar Meeting - Buffet

Assemble Basic Deli Lunch - Buffet

Assemble Hot Food Catering - Buffet

Assemble Coffee/Light Pastry

Assemble Deluxe Continental Breakfast

Assemble Breakfast Burrito Buffet

Assemble Professional Meeting - Boxed

Assemble Seminar Meeting - Boxed

Assemble Basic Deli Lunch - Boxed

Assemble Hot Food Catering - Boxed

Double Check Car Before Driveaway

Brew Coffee/ Hot Water

Driver

Create Car Schedule

Shadow Driver

Set Up Catering On Site - Boxed

Set Up Catering On Site - Buffet

Set Up Catering On Site - Hot Food

Set Up Catering On Site - Breakfast

Ice Cream

Prep Ice Cream Social

Serve Ice Cream Social

Banquet Service

Prep Banquet

Banquet Attendant

Banquet Leader

Banquet Set Up