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# Example of Catering Coordinator Job Description

Our growing company is looking for a catering coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for catering coordinator

* Maintain professional business confidentiality
* Finalize and distribute Banquet Event Orders weekly to internal departments for all events in 10 day forecast
* Distribute Daily Events reports to ensure communication to all internal departments throughout hotel
* Respond to requests for proposals for small meetings/events (groups under 25 people) including set-up, food & beverage needs, sleeping rooms and audio visual needs
* Negotiate rates and create sales contracts for small group events
* Create and communicate event resumes for all small group bookings
* Ensure that reader boards are updated daily for all event space
* Works directly with General Manager (GM) to determine sales road map and sales goals with guidance of the catering sales team
* Ensures all catering orders are complete and catering checklist/order verification forms are utilized
* Collaborates with GM to discuss daily, weekly, monthly sales goals and sales opportunities

## Qualifications for catering coordinator

* Some food service or retail experience preferred (but not necessary)
* Must Have Own Vehicle (capable of holding multiple large bags / boxes)
* Perfect Driving Record
* Neat Appearance, Well Organized, and Punctual
* Must be positive, friendly, and passionate about making our guests happy with a “Can Do" attitude!
* Business administration or in Hospitality/Tourism preferred, but not required