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# Example of Catering Coordinator Job Description

Our company is growing rapidly and is looking to fill the role of catering coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for catering coordinator

* Assigns, dispatches and coordinates delivery drivers for each order
* Acts as a delivery driver and follows all expectations of the delivery driver position
* Makes confirmation calls on all catering orders to ensure accuracy and capture opportunities to increase the average catering Guest check
* Performs follow-up calls, sends thank you notes and other means of Guest communication on all catering orders to retain current catering Guests
* Handles and resolves catering Guest complaints
* Develops catering client database and maintains relationships to build large party and catering sales
* Works collaboratively with the catering sales team to establish sales targets for catering
* Conduct regular marketing activities including cold-calling (in person and over the phone), canvassing and table touches
* Ensures Guest satisfaction and maintains Guest relationships with consistent follow up on service and sales
* Attends community events with catering sales managers to promote brand awareness for catering in the community

## Qualifications for catering coordinator

* Must possess strong phone/verbal and written communication skills
* Must be customer focused, self-motivated, approachable and able to work with different departments
* Minimum of two years general catering and/or office experience
* Must be able to effectively and concisely communicate, read and write the English language fluently and clearly
* Have a valid state driver’s license with an acceptable motor vehicle record absent restrictions that do not pose safety risks given the essential job functions
* Energetic, friendly attitude and exceptional guest service skills required