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# Example of Catering Manager Job Description

Our innovative and growing company is looking to fill the role of catering manager. 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 manager

* Manage all aspects of Food Safety
* Resolve client concerns
* Oversight of the sales process for catering and/or conference service events
* Oversight of all catering functions including sales, menu selection, pricing, employee scheduling, set-up and execution
* Training all regular and event employees to provide flawless customer service
* AS or BS degree in Hospitality preferred

## Qualifications for catering manager

* Negotiate food & beverage prices, meeting room rental, and other services
* Minimum of three (3) years sales/catering management experience in a high volume restaurant or hotel environment required
* At least four (4) years of previous catering experience in a relevant hospitality operation
* Must be able to travel and willing to work a flexible schedule including days, nights, weekends and holidays
* Must be legal to work in the United States
* The ideal candidate is self-motivated, results driven, able to handle multiple tasks in a time sensitive environment, flexible, willingness to understand the business, and possesses proven organizational and critical thinking skills