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# Example of Catering Sales Manager Job Description

Our company is searching for experienced candidates for the position of catering sales manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for catering sales manager

* Implementation of Kimpton CCS standards at local level
* Creating annual competitive market surveys and monitor pricing/structure adhere to competition in area
* Ensure proper adoption and utilization of Delphi and MeetingBroker according to Kimpton CCS standards
* Assist and support hotel sales teams with strategic deployment, preferred/target account penetration, market(s) focus and long-term selling strategies
* Conduct catering/banquet audits of property within assigned region on an "as needed" basis
* Work in conjunction with Restaurant General Manager and Restaurant Director of Operations on departmental expenses, staffing guidelines, office organization and equipment
* Oversee Catering/CS coordinator if applicable, including but not limited to conducting reviews and offering feedback
* The ability to prepare a monthly booking
* Ability to Identify and successfully close cold calls to definite bookings
* Achieve weekly prospecting and solicitation goals

## Qualifications for catering sales manager

* Minimum 2 years of hotel sales and/or catering experience preferred
* Write, speak, read, hear and see
* Bend and lift up to 30 pounds
* Set-up and take-down light equipment
* To drive an automobile
* Hospitality industry and sales experience a plus