Downloaded from <https://www.velvetjobs.com/job-descriptions/catering-sales>

# Example of Catering Sales Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of catering sales. 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 sales

* Interact with outside planners and vendors for event setup, with a pleasant demeanor
* Ability to supervise and mentor Catering Coordinator
* Plan and execute special events in conjunction with the Director of Catering and Events
* Understand sales techniques and contract negotiation
* Understand business trends and how to uncover business as it relates to specific market
* Accurately participate in REVMAX meeting in order to maximize the yield of function space, ability to place business in the right space at the right time
* Ability to detail a Banquet Event Order with accurate information and produce Diagrams for events
* Ability to meet and exceed financial goals and accurately forecast events
* The ability to conduct tours with meeting planners and potential clients
* The ability to keep Director of F&B and Oak Creek F&B Manager fully informed of all problems or unusual matters so prompt corrective action can be taken where appropriate

## Qualifications for catering sales

* Must be able to effectively resolve guest issues
* Must be a strong typist and computer literate with a good working knowledge of Microsoft Office applications
* Experience in Food and Beverage required
* Work is performed in a home office or remote location
* Knowledge of Microsoft Word and Excel the Delphi systems
* Ability to use standard software applications and hotel systems including Delphi, Opera, Fidelio, SFA