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# Example of Catering Sales Job Description

Our innovative and growing company is looking to fill the role 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

* Work closely with DOSM and Sales Managers to ensure rate competitiveness and integrity for all inquiries
* Create new business opportunities through ongoing telemarketing and sales activities
* Source, Quote, Negotiate and Confirm event business for the hotel
* Participate in new business blitz including customer sales calls, telemarketing and trade shows
* Conduct site inspections and showcase the hotel
* Keep updated with brand programs and promotions in order to create a winning proposal
* Participate in negotiation or re-negotiations, , proposals, contracts, space revisions to accommodate clients’ requirements
* Prepare comprehensive proposals, presentations, cost estimates, budget(s), contractual terms and related tools to support the sales process
* Identify the level of banquet/catering services that can be provided relative to the client budget
* Up-sell food & beverage menus, facilities and other direct and ancillary services

## Qualifications for catering sales

* Review and revise Catering Department, weekly events sheets and banquet event orders
* Respond to telephone and walk-in inquiries of potential guests
* Responds to incoming catering opportunities for the property
* Solicits affiliate business associated with citywide events from approved affiliate list provided by Citywide Sales Executive, as applicable
* Manages catering sales revenue and operation budgets, and provides forecasting reports
* Develops menus that drive sales