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# Example of Catering Job Description

Our company is hiring for a catering. 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

* Send Alcohol permits alcohol request to TABC as needed
* Review details for upcoming events, coordinates activities with other internal departments
* Monitors deadlines and follow-up to ensure guarantees and payments are timely
* Enter all vendor invoices into Prima to ensure proper inventories (daily)
* Build effective relationships with existing and prospective clients
* Conduct site inspections for confirmed group clients as directed by the CEM
* Manage Conference and Incentive groups & Weddings as directed by CEM
* Work closely with the Executive Chef and the Director of Food and Beverage to ensure that Food and Beverage aspects of events are cost effective, established and serve both the clients and hotels needs
* Consult with the Executive Chef to prepare menus, which will attract business and yield a profit
* Prepare detailed Event Orders and pre event communications

## Qualifications for catering

* TIPS Certified if you are a Bartender
* Prior catering experience is preferred
* Minimum of 1 year restaurant experience required
* Bachelor’s degree in Rest
* Oversee the preparation, presentation, and execution of all catering venues
* Monitor catering food/beverage and labor budgets