Example of Catering Director Job Description

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Our company is growing rapidly and is hiring for a catering director. 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 director

- Works Closely with the Food Department
- Have general knowledge of Colwen banquet food service standards and techniques
- Promote the hotel as often as possible through entertaining, conducting, site inspections, presentations, of the hotel
- Responsible for selling all private functions, including meeting with the clients to determine needs, meeting those needs and exceeding their expectations through detailed communication
- Ensure all services administered to Club Members and their guests are consistent with expected level of service
- Work with the Executive Chef and Service Director to establish profitable and competitive private event menus that meet clients' needs
- Professional appearance maintained by self and all private event personnel
- Oversee Conference Service Managers productivity
- Establish solicitation goals, and monitor to ensure that revenue goals and solicitation goals are met or exceeded
- Enforce all department SOP's

Qualifications for catering director

- Schedule may vary, based on event needs
- 5+ years experience leading complex change initiatives

- Must be able to exert well-pace ability to maneuver between functions occurring simultaneously
- Must be able to exert-well-paced ability to reach other departments of the Resort on a timely basis
- Minimum 2 years work experience as Catering Manager or Convention Services Manager