

CATERING SALES MANAGER

Job Code: CSM	Division:	
Branch:	Department:	SALES
Reports To:	Pay Grade:	
FLSA Status:	Employee Type:	FULL TIME
Prepared By:	Date Prepared:	05/15/2013
Approved By:	Date Approved:	05/15/2013

Summary

At Schahet Hotels we want our guests to relax and be themselves which means we need you to:
Be you by being natural, professional and personable in the way you are with people
Get ready by taking notice and using your knowledge so that you are prepared for anything
Show you care by being thoughtful in the way you welcome and connect with guests
Take action by showing initiative, taking ownership and going the extra mile
Treat all others with Respect, treating guests and fellow associates the way you want to be treated
Demonstrate Integrity in all you do. Seek to always do the right thing, whether working in a group, team, or alone.
Always be at the Service of our guest as well as fellow associates or managers. We believe that Service is making the reach to help or be of Service to all.
Celebrate successes. Show Excitement in your work, the way you smile and greet others, the good news of others successes or awards. Participate in group and team activities either by your active support and participation or by your presence in the group

The Catering Sales Manager responsibilities include group and business travel, banquet food and beverage sales transient sales and meeting room sales. Successful candidate will thrive in a goal oriented environment to achieve established weekly call goals, develop and execute monthly action plans, and maintain a sharp focus on key and target account strategies. Manager must sell the hotels' position in the market place effectively against the competition's strengths and weaknesses. Through the use of an automated account management and group rooms control system, candidate will detail account activity, manage preferred business and group room sales, and adhere to established group room ceiling and rate guidelines. The hotels' corporate culture values respect integrity, service and excitement.

Essential Duties & Responsibilities

- Primary responsibility is Catering Sales, Weddings, Banquet Food and Beverage, Group meetings and meeting room rental sales
 - Generate weekend and downtime group revenue
 - Meet all deadlines and targets.
 - Maintain a positive attitude and positive spirit of performance.
- Must have thorough knowledge of Food and Beverage menus and service procedures

Other Duties

- Anticipate market demand factors with sales territories to capture best possible business.
- Have a sales-minded approach toward all job functions and duties.
- Take necessary tactical and strategic actions to achieve desired sales results.
- Commit to and implement "Prime Time Selling".
- Sell within agreed group sell guidelines and adhere to group room maximum commitment levels.
- Implement account management program that directs daily sales activity toward productive/profitable segments and accounts.
- Work in an integrated team manner with all departments.
- Understand the total Hotels' annual financial outlook
- Develop and maintain positive working relationships with all associates.
- Demonstrate a sense of urgency toward improving the Hotels' revenue performance.
- Communicate downward/upward suggestions in a constructive manner that shows a keen understanding and respect for others

Qualifications

- Minimum 1-2 years Catering sales experience.
- Professional image and outgoing personality.
- Commitment to "Prime Time Selling".
- Competitive sales drive.
- Thorough understanding of the product and their competitor hotels' products.
- Detail oriented self-starter.
- Master networking skills.
- Problem solving ability and able to think "fast on your feet".
- Work independently, as well as part of a team.
- Understand Word and Excel computer programs.
- Great attitude and work ethic.

Supervisory Responsibilities

This position will have no Direct Reports.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this position.

While performing the duties of this position, the employee is regularly required to sit, stand, walk, talk and hear. The employee is required to have a valid driver's license and reliable transportation to make sales calls.

A reasonable accommodation will be made to assist persons with disabilities.

Training

Must complete all Brand and Schahet Hotels Specific Training Requirements within prescribed timeline.

Decision Making

- Sell within agreed group selective sell guidelines and adhere to group room maximum commitment levels.

Decisions outside guidelines must be discussed with General Manager.

Financial Responsibilities

Responsible for all sales goals as stated in Sales and Marketing plan.

Responsible for meeting top line revenue in designated segments.

Communication

Follow guidelines set forth by Schahet Hotels in communicating with General Manager, VP of Sales & Marketing, fellow associates and Clients.

Results of Action

Hotel top line revenue is met

Individual sales call goals are met

Equipment Used

Computer, Software to include Microsoft Office, Salespro, and Brand Property Management System. Telephone, copy

machine, scanner, and printer.

Work Environment

Well organized, work independently or part of a team. Must maintain a professional image, positive attitude, and adhere to the Schahet Hotels values of Respect, Integrity, Service and Excitement at all times.

The statements in this job description are intended to describe the essential nature and level of work being performed. They are not intended to be ALL responsibilities or qualifications of the job.

Employee's Signature

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