



Job Title: Catering Sales Manager
Department: Food & Beverage
Reports To: General Manager & Food & Beverage Manager
FLSA Status: Salaried Exempt

Summary

This position oversees the planning and implementation of all catering food service for catering events at Old National Events Plaza by performing the following duties, personally or through subordinate supervisors.

Essential Duties and Responsibilities include but are not limited to the following:

Responsible for all catered event sales.

Work closely with facility sales associates to continually bring in new clients and maintain existing customer base.

Assume lead role in soliciting local food and beverage social events and maintain bi-weekly sales reports.

Introduce prospective clientele to the variety of items and services offered and design events exclusively for clients based on their wants and needs.

Design all proposals for clients. Ensure that upon acceptance by client, contract is created, signed and returned with deposit.

Create and confirm final food & beverage invoice for each event.

Follow-up with any prospective clientele through phone calls and written communication.

Ensure that client submits guarantee prior to event based on guidelines of contract.

Work closely with Executive Chef to ensure the clientele is getting the most for their money while maintaining SMG profit margins.

Produce Banquet Event Orders (BEO's), which include all information needed on upcoming events and submit to necessary individuals.

Ordering linen, maintaining uniforms, and inventory control over banquet items.

Produce weekly food & beverage schedule of events (which is updated up to 4 times a week) and submit to necessary individuals.

Monitor customer service at all times and follows through with customer complaints.

Oversee the set-up of all catering events.

Other duties may be assigned.

Supervisory Responsibilities

Directly supervises the F& B Catering Coordinators and catering staff. Carries out supervisory responsibilities in accordance with SMG's policies and applicable laws. Responsibilities include interviewing, hiring, scheduling and training employees; planning, assigning, and directing work; appraising performance; rewarding; disciplining employees in conjunction with Human Resources; addressing complaints and resolving problems.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Four+ years of management experience in a banquet facility servicing meals for large events. Previous experience in food sales or similar environment preferred.

Skills and Abilities

Demonstrated knowledge of food service industry
Excellent customer service skills as well as attention to detail
Excellent ability to communicate effectively with varied groups and individuals written and orally
Excellent organizational, planning, and inter-personal skills
Effective supervisory skills

Computer Skills

To perform this job successfully, an individual should have extensive knowledge of spreadsheets and word processing software including Microsoft Excel and Word as well as Outlook.

Certificates, Licenses, Registrations

ServSafe certification preferred.

Other Qualifications

Ability to prioritize multiple projects and meet strict deadlines
Ability to work under minimal supervision
Ability to be creative with buffet presentations and maintain the quality of the product
Ability to work flexible hours including nights and weekends in addition to normal business hours
Must have professional attitude and appearance

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential job functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To Apply:

This position offers a competitive salary and benefit package. Please send a copy of your most recent resume and cover letter which includes salary requirements to:

Shelbi Brown
Old National Events Plaza
715 Locust Street
Evansville, IN. 47708
Email: sbrown@smgevanville.com
Fax: 812-435-5858

Applicants that need reasonable accommodations to complete the application process may contact- 812-435-5770

SMG is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.

This job description portrays in general terms the type and level(s) of work performed and is not intended to be all-inclusive or to represent specific duties of any one incumbent. The knowledge, skills and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training. The company reserves the rights to modify, supplement, delete, or augment the duties and responsibilities specified in the position description, in the company's sole and absolute discretion. Duties other than those expressly specified may be assigned from time to time.