

**Trenton Country Club  
Catering Sales Manager**

$60,000 annual salary plus commissions

Full-time

Position  
Trenton Country Club is currently searching for a Catering Sales Manager. Our need is for a creative, high-energy professional to serve our members and guests in the very unique role of Catering Sales Manager.  
  
Overview:

* The Catering Sales Manager will work within the Catering Operations of the Food & Beverage department.
* We are looking for someone professional who shows ownership in the role.
* Works with integrity and has the inspiration to bring the Catering operations to the next level in conjunction with our Team.

Skills/Qualifications:

* At least five years of catering operations experience.
* Customer service experience in a hotel or country club.
* Exhibits a high level of professionalism, with excellent communication skills, both oral and written.
* Exceptional organization skills and attention to detail.
* Hospitality career focus is a plus, must be driven, self-motivated and dedicated.
* Demonstrate enthusiasm and commitment to Member/Guests satisfaction.
* Computer knowledge is a must. Microsoft, Excel, and either POS systems or catering programs, knowledge of preparing invoices and filing systems is a plus.
* The position is not limited to those duties listed. Duties and responsibilities can be changed, expanded, reduced, or deleted to meet the business needs of the club.
* Must be able to stand for long periods of time. Some bending, twisting, squatting, and lifting (up to 40lbs) will be required.

Key Duties/Responsibilities:

* Understand all catering menu items offered and accurately answer questions about menu items regarding the preparation method, ingredients, portion size, and side items.
* Understands the layout of rooms and the sales for the catering facilities.
* Conduct phone calls with catering clients and represent the Club, conduct follow-up phone calls.
* Maintain customer satisfaction by investigating and resolving catering complaints about food quality and/or service.
* Maintains daily, well-documented sales information, resulting in superior account service and increased revenues.
* Promptly follows up on all customer calls and requests in an efficient and expedient manner.
* Works closely with other members of the club operations, such as the Catering Manager, Banquet Captains, Accounting, etc.

Communication:

* Communicates openly, respectfully, and honestly with all others.
* Communicate with any needs promptly and efficiently.
* Participate actively in the department team and all staff meetings.
* Stay informed about all club operations.

Personal Effectiveness:

* Professional and timely.
* Understands and adheres to organizational and department policy and procedures.
* Accepts and offers feedback and suggestions openly and respectfully.
* Accepts direction willingly and follows through with delegated tasks.
* Learn and adapt to new tasks or situations quickly and cooperatively.
* Maintains job-related confidentiality.
* Takes initiative to identify report and resolve problems before they escalate.
* Operates with a sense of teamwork; incorporates into the daily job.
* Provides a positive model for co-workers, serves as a role model and leads by example.
* Always maintain a professional appearance.

Send cover letter and resume to:  
Mark B. Litrenta, CCM  
General Manager  
[mlitrenta@trentoncc.com](about:blank)  
subject line- Trenton CC catering sales manager