

## **CATERING SALES MANAGER (starting pay \$65,000/yr) - Sodexo Live! at the Music City Center**

[ Full Time or Part Time]

Posted: June 21, 2023

### **Job Summary: Catering Sales Manager**

*A full job description may be requested at time of interview.*

This position is directly responsible for creating unique event experiences by directing, selling, and actively participating in the planning and production of catered functions at Music City Center. The Catering Sales Manager develops new business, selling space and catering services, while maintaining and growing an existing client base.

This position will work closely with customers, as well as internal sales, operations, and culinary staff, to ensure events are coordinated and executed smoothly and in accordance with client specifications and expectations for the anticipated attendance. This position also provides hands-on management and oversight of food and beverage operations during events.

The Catering Sales Manager position requires a self-starter with an ability to work independently on several tasks or projects simultaneously, to work cohesively with all levels of staff and management, to communicate effectively both verbally and in writing, and to identify and resolve problems in a timely and efficient manner.

The priority for the Catering Sales Manager is to maximize revenue and guest satisfaction of catering services through creative sales techniques and customer focus.

### **Essential Requirements**

- Bachelor's Degree (business, hotel/restaurant management, or related field preferred)
- Minimum five (5) to seven (7) years of catering sales experience with at least three (3) to five (5) years in a management role

- Experience in a venue with more than \$5 million in food and beverage sales
- Demonstrated financial acumen with P&L accountability and/or contract-managed service experience
- Proven track record of sales and leadership success
- Must be able to communicate effectively both verbally and in writing
- Ability to work under pressure, both independently and as part of a team, on several tasks or projects simultaneously
- Must demonstrate the following skills:
  - Knowledge of food and wine for menu development
  - Knowledge of food and beverage financials, operations procedures, controls, and administration
  - Proficient in all sales-related functions
  - Proficient in Microsoft Office programs

Other Requirements: *Candidates must be able to meet the following requirements with reasonable accommodation.*

- Must be able to work safely and effectively while subject to wet floors, temperature extremes, and excessive noise.
- Must be able to regularly lift and carry food and other items weighing up to 50 pounds.
- Must be able to work extended or irregular hours to include nights, weekends, and holidays as needed.

Starting Rate: \$65,000-67,000/year

This is a position of Sodexo Live!, a contracted partner with the Convention Center Authority; not a Metropolitan Government position. Excellent benefits included. Parking available for full-time employees. Discounted parking available for part-time employees.

**Note: Employment contingent on background check and substance abuse screenings.**

Apply online at <https://bit.ly/mccfandbapp> OR email resume to [mccfnb@nashvillemcc.com](mailto:mccfnb@nashvillemcc.com).

Apply in person Monday-Friday 8:00am-4:00pm  
201 Rep John Lewis Way S., Nashville, TN 37204

NO PHONE CALLS.

Equal Opportunity Employer

In Compliance with Tennessee Law, all applications are subject to Public Disclosure.

The Convention Center Authority and Sodexo Live! do not discriminate on the basis of race, color, national origin, gender, gender identity, sexual orientation, age, religion, creed or disability in admission to, access to, or operations of its programs, services, or activities. Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline, or any other employment practices because of non-merit factors shall be prohibited. Requests for ADA accommodation should be directed to the ADA Coordinator at (615) 401-1400.