



Director of Catering,

Great career opportunity for a motivated Director of Catering looking to join a growing company. CSM Lodging is the proud owner of the Marriott Milwaukee West!

We are looking for a strong, professional Director of Catering to lead and manage the catering efforts at our beautiful hotel. The Marriott Milwaukee West is known for its personal service, creative catering and attention to detail. Our Director of Catering position reports to the Director of Sales & Marketing and is responsible for both long and short term planning and the day-to-day sales operations of the Catering Department by balancing proactive and reactive sales responsibilities.

The successful candidate will possess a high level of professionalism, hospitality skills, excellent organizational and communication skills, detail orientation and strong multitasking abilities.

The Milwaukee Marriott West is truly a product you can be proud to represent, from top notch guest service to a beautiful hotel affiliated with an industry leader in a great location! Our hotel has 238 beautifully appointed guest rooms, a full service restaurant and lounge and twelve meeting rooms with a total of 13000 square feet of flexible space.

We believe everyone in our organization sells and we have no barriers to success. If you are ready to work in an entrepreneurial environment with no limits to your success... Here is what the position entails.

Job Description

- **Daily Responsibilities:** coordinating, supervising and directing all aspects of the Catering Department. Maximize revenues and achieve profitability targets. Achieve new business booking goals by making sales calls to prospective clients in accordance with preassigned goals. Coordinates with various departments to ensure successful events for our clients and to generate repeat business.
- * **Client Services:** responsible for client satisfaction by ensuring overall quality of catering sales efforts in a friendly and professional manner.
- * **Account Management:** ensures account productivity by maintaining client satisfaction and continuous rapport building through regular sales calls and proper file maintenance.

* Marketing: along with the Director of Sales & Marketing, develops and implements special promotions to increase business from specific market segments.

* Management: responsible for interviewing, hiring, firing, staff retention, training and evaluation of staff performance. Motivates staff and promotes teamwork and empowerment to achieve common goals.

* Administration: scheduling staff, purchasing and inventory of marketing materials, prepare and manage catering budget.

* Revenue Management: coordinating with the Director of Sales & Marketing, hotel leadership team and corporate revenue manager to ensure profitable booking decisions allow the hotel to maximize function space and guest room sales.

Education: High School Diploma or GED required.
Bachelor's degree preferred.

Experience: 2-3 years experience in a same or equivalent position, with similar responsibilities at a comparable property.

To apply for the position:

www.csmcorp.net

1. Click on employment tab
2. Click on "view current openings and apply online"
3. Click on job title to view job description
4. Click "apply online" & follow the instructions to create a new account/profile
5. If you have already created a profile, log-in to access your account and apply for the position.