https://eternalhotelsllc.com/careers/catering-sales-manager-red-lion-sonesta-wapsco-11-9-26/

Catering Sales Manager – Red Lion Hotel and Conference Center Pasco

Description

The Red Lion Hotel & Conference Center Pasco is looking for a Catering Sales Manager to target and coordinate catering sales efforts. The job involves initiation and development of quality leads to ensure growth of catering sales.

Compensation: $50-58K base, plus a quarterly bonus plan that pays up to 20% of wage.

The primary responsibility of a catering sales manager is to develop existing business and solicit new catering business through catering lead generation and catering sales marketing. The sales manager solicits new catering customers through traditional and non-traditional sales techniques.

Other important duties include booking, selling, planning and coordinating all special social events while assuring the highest level of customer service. Generating revenue, establishing new accounts, monitoring booking space, booking repeat business while keeping quality consistently high, conducting catering sales presentations and catering sales calls also falls under the purview of a catering sales manager job.

Responsibilities

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Solicit book and service new and repeat local “catering only” business.
- Coordinate, plan and supervise local catering and group business involving guest rooms which utilize hotel meeting/banquet facilities.
- Maintain detailed files with signed Catering Agreements and BEO’s for all catering and group events booked, ensuring minimum revenues are met.
- Confirm all arrangements in writing adhering to Catering/Sales booking policies to include: menus, room set-ups, audio-visual requirements, attendance guarantees, music, floral arrangements or any other special needs.
- Confer with the Beverage Manager, Executive Chef and Catering Manager to ensure guests’ requests are met while maintaining and complying with the Hotel’s quality standards, policies and procedures.
- Meet with Planner before, during and after function to ensure all guests’ needs have been met.
- Communicate all details of the BEO ensuring all arrangements are confirmed by the appropriate hotel department heads.
- Knowledge of food groups and appropriate menu suggestions for specific group types.
- Study competitor’s methods and be familiar with what they are offering in their packages
- Assist Sales department with any calls and proposals they have.
- Ability to work in a typical catering atmosphere requiring extensive phone

Red Lion Hotel & Conference Center Pasco
Eternal Hotels LLC

Employment Type
Full-time

Hourly Pay Range
$ 24.00 - $ 28.00

Beginning of employment
Open until filled

Duration of employment
Year Round

Industry
Hospitality

Job Location
2525 North 20th Avenue, 99301, Pasco, WA, USA

Working Hours
Monday thru Friday 8:30 am – 5:00 pm. Occasional weekend worked as needed.

Date posted
November 9, 2026

Valid through
27.11.2026

usage.
- Other duties as assigned by Director of Catering.

Competencies

- Communication
- Negotiating and Closing
- Relationship Builder
- Teamwork Oriented
- Maintains a Good Energy Level
- Thorough and Organized
- Professional and Goal Oriented
- Punctual

Work Environment
This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands
While performing the duties of this job, the employee is regularly required to talk or hear. The employee has prolonged periods sitting at a desk and working on a computer. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

Qualifications
Required Education and Experience

- High school degree or equivalent.
- Food service experience.
- 2+ years of sales experience.
- Thorough knowledge of computer systems (i.e. Excel, Word, PowerPoint, electronic scheduling and Outlook).

Preferred Education and Experience

- 3+ years of food service experience.
- 5+ years of sales experience.
- Bachelors degree in Hotel Management, Restaurant Management, Business Administration, Marketing or related field, or combination of education and experience.

Job Benefits
Health Insurance
Dental Insurance
Vision Insurance
Paid Time Off (Vacation & Sick)

Contacts
Additional Information
All your information will be kept confidential according to EEO guidelines.

An Equal Opportunity Employer
Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodations to the application and/or interview process should notify a representative of the Human Resources Department.