



Head Offsite Chef

Department: Operations / Kitchen

Reports To: Executive Chef / Event Manager

Date: July 2026

Basic Function

The Head Offsite Chef is responsible for the successful culinary execution of offsite catering events from warehouse departure through event completion and return. This role serves as the culinary leader on-site, ensuring food quality, presentation, food safety, team coordination, and adherence to company standards while collaborating closely with the Event Manager to deliver exceptional client experiences.

Scope and Impact

This position has direct responsibility for all culinary operations during offsite events. The Head Offsite Chef oversees food preparation, execution, and kitchen staff while maintaining A Spice of Life quality standards. Performance in this role directly impacts:

- Client satisfaction
- Food quality and presentation
- Event execution and timing
- Food safety compliance
- Team communication and efficiency
- Operational accountability
- Cost control through proper food management

Major Responsibilities, Duties, and Authority

1. Serve as the culinary leader for all assigned offsite catering events.
2. Review Production Sheets, event orders, itineraries, and special requests prior to departure.
3. Assign responsibilities and delegate tasks to the offsite kitchen team.
4. Coordinate with the Event Manager regarding event logistics, timelines, and execution plans.
5. Ensure all required food, equipment, and supplies are loaded prior to departure.
6. Oversee kitchen setup and organization upon arrival at the event.
7. Lead pre-service culinary meetings with the kitchen team.
8. Direct food preparation, firing schedules, plating, and presentation.
9. Monitor food quality and maintain company presentation standards throughout service.
10. Adjust staffing, pacing, and production to meet event timelines.
11. Make final decisions regarding food execution and leftover food handling.
12. Ensure proper food safety, sanitation, and temperature control throughout the event.
13. Complete post-event evaluations and operational reporting in Connect Teams.



14. Identify operational improvements and communicate issues affecting quality or efficiency.
15. Perform additional duties as assigned by management.

Job Specifications

Skills and Abilities

- Strong leadership and team management skills.
- Excellent organizational and multitasking abilities.
- Ability to prioritize tasks in a fast-paced event environment.
- Strong problem-solving and decision-making skills.
- Effective verbal communication.
- Ability to remain calm under pressure.
- Strong attention to detail and food presentation.
- Ability to train and mentor culinary staff.

Experience

- Previous experience leading catering events or banquet production preferred.
- Supervisory kitchen experience required.
- High-volume food production experience strongly preferred.

Specific Knowledge

- Food safety and sanitation standards.
- Catering and banquet execution.
- Production Sheets (P Sheets) and event documentation.
- Buffet and plated meal execution.
- Timing and coordination of multiple meal courses.
- Dietary accommodations and allergy awareness.
- Food transportation and holding procedures.

Decision-Making

This position exercises independent judgment regarding:

- Food firing and timing.
- Culinary presentation.
- Kitchen workflow.
- Staff task assignments.
- Food quality standards.
- Leftover food disposition in accordance with company policy.
- Operational adjustments necessary to maintain event success.



Interpersonal Skills

- Professional communication with Event Managers, kitchen staff, service staff, and clients when appropriate.
- Ability to lead diverse teams.
- Strong coaching and mentoring skills.
- Conflict resolution and collaborative problem solving.
- Positive attitude and professionalism under pressure.

Equipment / Software Skills

- Commercial kitchen equipment.
- Hot boxes, ovens, grills, and cooking equipment.
- Knife skills and safe equipment operation.
- Connect Teams reporting system.
- Production Sheets and event documentation.

Physical Demands

- Ability to stand and walk continuously for extended periods.
- Ability to lift and carry up to 50 pounds.
- Frequent bending, reaching, pushing, and pulling.
- Ability to work indoors and outdoors in varying weather conditions.
- Ability to load, unload, and transport catering equipment.

Working Conditions

- Early mornings, evenings, weekends, and holidays as business requires.
- Fast-paced catering and event environments.
- Frequent travel between warehouse and event locations.
- Exposure to commercial kitchen heat, cold storage, and outdoor event conditions.

Performance Expectations

The Head Offsite Chef is expected to:

- Execute every event according to A Spice of Life culinary standards.
- Maintain food quality, presentation, and safety throughout service.
- Communicate proactively with the Event Manager and kitchen team.
- Ensure proper setup, execution, breakdown, and warehouse return procedures.
- Complete accurate post-event reporting and identify opportunities for continuous improvement.

Signature

Printed Name: _____



Signature: _____

Date: _____