



Off-Premises Captain

Basic Function:

The Off-Premise Captain is responsible for leading the execution of off-site catered events to ensure timely delivery, consistent service, and exceptional guest experiences.

Scope and Impact:

This position ensures accurate communication between Sales and Operations, delivers high-quality service, and represents A Spice of Life professionally at all events.

Major Responsibilities, Duties, and Authority:

1. Serve as liaison between Sales, Operations, clients, and venue managers.
2. Attend meetings and participate in walk-throughs as needed.
3. Lead staff through event setup, execution, and breakdown.
4. Maintain organization, cleanliness, and efficiency at event sites.
5. Ensure proper communication before, during, and after events.
6. Submit required event paperwork and participate in follow-up communication.
7. Maintain standards of service, professionalism, and safety.

Job Specifications:

Skills and Abilities:

- Strong leadership and communication skills.
- Excellent organizational and multitasking abilities.
- Ability to maintain professionalism under pressure.

Experience:

- Previous event or food service experience preferred.
- Leadership experience highly desirable.

Specific Knowledge:

- Understanding of catering logistics and service standards.

Decision-Making:

- Ability to make informed decisions during events to resolve issues.

Interpersonal Skills:

- Strong client-facing communication and conflict resolution skills.

Physical Demands:

- Ability to lift, carry, and move equipment and stand for long periods.

Equipment / Software:

- Ability to operate/drive company vehicles safely.