



Off-Premises Server

Basic Function:

The Off-Premise Server assists the Event Captain and Sales Manager in the execution of off-site catered events, ensuring timely service, professional presentation, and high-quality guest experiences.

Scope and Impact:

This role supports the flow of events, guest satisfaction, and overall quality of service. Proper execution directly impacts repeat business and company reputation.

Major Responsibilities, Duties, and Authority:

1. Support communication between Event Captain, Sales Manager, and Operations.
2. Maintain cleanliness and organization of event areas.
3. Represent the company professionally with clients and venue staff.
4. Attend required meetings and trainings.
5. Arrive prepared and on time for scheduled shifts.
6. Assist with loading, transporting, and unloading event materials.
7. Follow event itineraries and complete assigned tasks.
8. Maintain organization and cleanliness throughout events.
9. Assist in breakdown and vehicle reloading after events.
10. Follow cleanup procedures at venues and warehouse.
11. Ensure accurate timecard information.

Job Specifications:

Skills and Abilities:

- Strong communication and teamwork ability.
- Able to follow directions in a fast-paced environment.
- Good organizational and multitasking skills.
- Professional demeanor and composure under pressure.

Experience:

- Catering or food service experience preferred.

Specific Knowledge:

- Basic understanding of catering and service processes.

Decision-Making:

- Ability to recognize concerns and escalate to the Captain.

Interpersonal Skills:

- Professional communication with clients and teammates.

Physical Demands:

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

Equipment / Software:

- Ability to operate/drive company vehicles a plus.