

CONFIDENTIAL EXECUTIVE CHEF PROFILE: EXCLUSIVE PRIVATE CLUB IN SOUTHWEST US

Located in the southwest US, this exclusive private club is looking for a creative, organized, and driven Executive Chef who has experience managing large and diverse food and beverage operations in a highly seasonal environment, planning and communicating clearly to all areas across food and beverage. The Chef should be fun, kind, and passionate about the people they serve and work with. The next Executive Chef should embrace the outdoors and integrate with the local community.

The clubhouse is the focal point for members, their families and guests to gather. Four dining venues offer fare from casual to gourmet and additional amenities include a beautiful resort-style swimming pool and a state-of-the-art fitness center.

ORGANIZATIONAL STRUCTURE

The Executive Chef reports directly to the Food and Beverage Director and is part of the Executive team. The kitchen staff totals approximately 20-24 team members, including an Executive sous chef, chef de cuisine, pastry chef, jr. sous chef, outlet cooks, line cooks, and dishwashers who report to the Executive Chef.

EXECUTIVE CHEF POSITION OVERVIEW

The Executive Chef is responsible for all food production, including that sold in restaurants, events, and other locations. They develop menus, innovate around events, create food purchase specifications and recipes, and develop and monitor the department's food and labor budgets. The Executive Chef maintains the highest professional food quality and sanitation standards.

EXECUTIVE CHEF JOB DESCRIPTION

LEADERSHIP

- Be a collaborative team player willing to be “hands-on” when necessary but understands when to step back and lead the team.
- Be an active and dynamic recruiter of team members and someone who inherently enjoys developing and building their team and leading them to significant, positive Membership satisfaction outcomes.
- Have a passion and aptitude for teaching and training all food service personnel, working, as necessary, with the staff directly responsible for operations.
- Be a focused and consistent evaluator of personnel, ensuring that standards of conduct and delivery are met; this includes oversight of high standards of appearance, hospitality, service, and cleanliness of the kitchen facilities.

- Conduct and oversee training programs for food service personnel on various issues, including service techniques, knowledge of menu items and daily specials, sanitation, team building, and conflict resolution; regularly test and evaluate knowledge and understanding of these expectations. These should be ongoing throughout the year.
- Work closely with the front-of-house food and beverage managers to ensure a cohesive experience that consistently exceeds the expectations of Members and guests.
- Assist in planning and ensuring that special events are well-conceived and executed.
- Attend food and beverage staff and management meetings.
- Engage with, observe, learn, and listen to the Members and staff. Earn Member trust by instilling confidence through continued enhanced operations, interaction, and visibility.

OPERATIONS

- Develop and maintain standard recipes and techniques for food preparation and presentation that help to assure consistent, high quality and minimize food costs; exercises portion control for all items served and assisted in establishing menu selling prices.
- Evaluate food products to assure that quality standard are consistently attained.
- Ensure that high sanitation, cleanliness, and safety standards are consistently maintained throughout all kitchen areas. Establishes controls to minimize food and supply waste and theft.
- Safeguard all food-preparation employees by implementing training to increase their knowledge about safety, sanitation, and accident prevention principles.
- Establish and maintains a regular cleaning and maintenance schedule for all kitchen areas and equipment.
- Maintain safety training programs; manage OSHA-related kitchen safety aspects and maintain MSDSs in an easily accessible location.
- Membership
- Have a heart of hospitality, embrace, appreciate, promote, and elevate the warmth and culture of the Golf Club
- Be highly visible and engaged with Membership throughout the F&B outlets
- Welcome, encourage, and engage in regular feedback from Members.
- Be responsive to Members' requests for menu selections, event planning, etc., and strive to find creative ways to accommodate reasonable requests with a "can do" approach
- Consistently innovate, elevate events, and build on a core selection of club favorites and signature dishes.
- Create seasonally appropriate menus that the Membership has difficulty choosing from with regular features and specials.

FINANCIAL

- Clearly understand the metrics for the successful attainment of financial goals and objectives in F&B operations and consistently review these expectations with their direct reports to ensure understanding and 'buy-in' from those contributing to their attainment.

- Plan menus for all food outlets and special occasions and events. Schedule and coordinate the work of chefs, cooks, and other kitchen employees to ensure that food preparation is economical and technically correct.
- Consistently monitor payroll and labor resource allocations to align with financial forecasting and goals.
- Ensure effective and efficient staffing and scheduling for all facilities and functions while balancing financial objectives with Member satisfaction goals.
- Embrace the use of systems (including regular inventory processes) and technology to manage the kitchen and the operation's financial performance.
- Prepare necessary data for applicable parts of the budget; project annual food, labor, and other costs; monitor actual financial results; take corrective action to help assure that financial goals are met.

INITIAL PRIORITIES

- Plan and organize menus, specials, and events, for the upcoming season.
- Develop relationships with the team both front and back of the house and embrace the culture of the club
- Be engaging with Members to develop relationships and understand Member preferences and expectations.
- Provide innovative and exciting culinary experiences for Members and guests in a la carte dining and Member events.
- Provide exciting and rotating specials at the key Member touch point locations
- Train and develop the visa workers, evaluate skill sets, and plan the schedule and placement of the team for a successful season.
- Promote a culinary culture of fairness, teamwork, and work-life balance.
- Encourage and promote a “can do” approach to hospitality and Member requests.

CANDIDATE QUALIFICATIONS

THE SUCCESSFUL CANDIDATE:

- Has a degree in Culinary Arts and other Hospitality Management focus.
- Has ten years of food production and management experience in a multi-outlet food and beverage operation at a luxury hotel, resort, restaurant, or club.
- Has achieved Certified Executive Chef (CEC) certification through the American Culinary Federation (ACF) or Pro Chef II certification through the Culinary Institute of America.
- Has exceptional experience providing high-quality a la carte dining and multi-outlet logistics.
- Has experience in a highly seasonal environment and a proven track record for designing and developing a distinctive service culture that is team and member/guest-focused.
- Has experience planning and monitoring all food-production-related costs.
- Is a “HANDS-ON” team player and works with all departments and team members.
- Is experienced with technology including POS system Jonas, Microsoft Excel, Word, Outlook, ADP, etc.

SALARY & BENEFITS

Salary is open and commensurate with qualifications and experience. The club offers an excellent bonus and benefits package, including professional development.

INSTRUCTIONS ON HOW TO APPLY

Please email your resume and cover letter to cmartin@clubleadersgroup.com and be sure to include a portfolio that includes your LinkedIn Profile.

Candidate selections will occur in late June, with the first Interviews expected in mid-July and the second interviews a short time later. The new candidate should assume their role before September 2022.



Questions or interested professionals should contact

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