



EXECUTIVE CHEF OPPORTUNITY

Jupiter Hills Club was founded in 1969 by William Clay Ford, Bob Hope, William Elliott, and golf architect George Fazio and maintains its' reputation as a very traditional golf club upholding the values of a golf club experience for its members and guests. The club is home to two challenging 18-hole courses, the Hills Course, one of the Top 100 Best Private Courses in America and the Village Course. Located in Tequesta, Florida, membership is by invitation only and limited to 400; currently the club has a lengthy waitlist. The 40,000 sq. ft. clubhouse features an expansive 2nd floor dining venue, and a bar lounge. Other club amenities include a fitness center & spa and golf performance center. Jupiter Hills Club has been the site of numerous professional and amateur golf tournaments and will host the 2027 USGA Men's Mid-Amateur and the Women's Mid-Amateur event in 2032. Jupiter Hills Club is recognized as one of America's Greatest Private Clubs, a Platinum Club of America, and a Distinguished Club of the World.

The Executive Chef will oversee all kitchen operations, directs and trains chefs, cooks and other kitchen staff to ensure proficiency in all aspects of food preparation, including menu planning, recipe development, and food presentation. Responsibilities include budgeting, arranging purchase and maintenance of kitchen equipment and ensuring compliance with safety and hygiene regulations. menu planning, recipe development, and food presentation. Responsibilities include budgeting, arranging purchase and maintenance of kitchen equipment and ensuring compliance with safety and hygiene regulations.

Essential Duties and Responsibilities include the following;

- Plans and/or participates in planning menus and utilization of food surpluses and leftovers, taking into account probable number of guests, marketing conditions, popularity of various dishes and date of menu.
- Creates special dishes and develops recipes. May create certain dishes using alcoholic beverages as an ingredient which may require sampling (a small portion of an item) to determine if the food is prepared and tastes appropriately.
- Ensures that all food preparation is sanitary and is in accordance with all health regulations and standards.
- Ensures the purchasing of food meets quality standards and specifications. Must be done in a cost effective manner.
- Supervises all of the purchasing to ensure the best quality and price.
- Prepares the annual kitchen budget.
- Ensures that food costs meet budgeted percentages.
- Ensures that labor costs and hours meet budgeted percentages.
- Provides and maintains menus for specific dining events that will ensure member satisfaction.
- Meets and exceeds healthy department sanitation standards.
- Assists with hiring, training, performance coaching and disciplining of department employees within all approved Club policies and in compliance with all governmental agencies.
- Ensures that a professional attitude is maintained by all food service staff.
- Analyzes the scheduling of supervisors, cooks and dishwashers for maximum efficiency.
- Ensures that the bi-weekly payroll is accurate.
- Responds to member concerns, complaints, and requests promptly and efficiently.

- Ensures that the General Manager has all information required to efficiently run the operation and is always informed to address the members professionally and with the correct information.
- Communicates with members, co-workers, and management, in a courteous and professional manner.
- Conforms with and abides by all regulations, policies, work procedures and instructions.
- At all times Exhibits and maintains a professional demeanor to reflect a positive image of The Jupiter Hills Club.
- Performs other duties as assigned by the General Manager.

Knowledge, Skills and Abilities:

- Requires excellent practical and theoretical culinary knowledge and skills.
- Ability to apply culinary knowledge in a practical manner.
- Knowledge of all kitchen machinery.
- Ability to analyze, interpret data and prepare reports.
- Ability to communicate well in English and in writing.
- Ability to understand and carry out verbal and written instructions in English.
- Ability to interact professionally and maintain effective working relationships with superiors, coworkers and members.
- Must be able to multi-task and work in a fast-paced environment.

Supervisory Responsibilities:

Manages subordinate supervisors who supervise line employees in the Kitchen. Responsible for the overall direction, coordination, and evaluation of this department. Also directly supervises nonsupervisory employees. Carries out supervisory responsibilities in accordance with the club's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Minimum two year Culinary degree and four to ten years related experience and/or training; four year Culinary degree preferred; or equivalent combination of education and experience.

Language Ability:

Ability to communicate well in English. Ability to read, analyze, and interpret, financial reports. Ability to respond to common inquiries or complaints from customers, regulatory agencies, vendors, or club members. Ability to effectively present information to top management, club committees, and/or Board of Governors.

Math Ability:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills:

To perform this job successfully, an individual should be proficient with Word Processing software; Spreadsheet software; Inventory software, Outlook and Internet software.

Certificates and Licenses:

Serve Safe manager's certification or equivalent required.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move 25 to 50 pounds. Specific vision abilities required by this job include color vision. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; talk or hear and taste or smell. The employee is occasionally required to sit; climb or balance and stoop, kneel, or crouch.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to work near moving mechanical parts. The employee is occasionally exposed to wet or humid conditions (non-weather) and outdoor weather conditions.

The noise level in the work environment is usually loud.

This position description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by the General Manager.

This position description has excluded the marginal functions of the position that are incidental to the performance of essential job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, and abilities.

