



EXECUTIVE CHEF CONCORD COUNTRY CLUB

Concord Country Club in West Chester, PA, is seeking an Executive Chef with a proven track record of high-level resort, hotel, or country club dining expertise. The ideal candidate should be dedicated to delivering top-notch service, capable of introducing innovative culinary concepts while upholding the Club's cherished traditions, and committed to fostering a positive team culture that prioritizes team building to ensure an unparalleled experience for its Members.

POSITION OVERVIEW

The Executive Chef is responsible for all aspects of the Culinary Operation, including food production in restaurants, banquet functions, and other outlets. The Executive Chef will collaborate with Food & Beverage and Events leadership to solve any opportunities that may arise. The Executive Chef will serve as the culinary expert with a positive attitude and enthusiasm for teamwork. A readiness to thrive under pressure is a must. The Executive Chef also monitors the department's food and labor budgets and maintains the highest professional food quality and sanitation standards.

INITIAL FOCUS

1. **Quality & Consistency** - Develop recipes, controls, standards and techniques for food preparation and presentation that will ensure a high - quality product is served in a consistent manner.
2. **Membership Satisfaction** - Interact with members, listen to them, and learn what they want. Be visible and engaging with the membership acting as the Culinary Ambassador.
3. **Creativity and Presentation of Dishes** - The Executive Chef should use local products, shareables, tapas style presentations and alternative eating habits such as gluten free, dairy free, and vegan. Initiates frequent menu changes and creativity for events.
4. **Training and Retaining Staff** - Develop a club forward team driven to 'Wow' the membership with their food. Inspire the team and build a strong culinary culture driven to excellence. Serve as coach and mentor and lead by example. Continually focused on staff development and retention through continuing education.

RESPONSIBILITIES

- Oversees all food production, including that sold in restaurants, banquet functions, and other outlets.
- Developing unique and cuisine-appropriate menus, food purchase specifications, and recipes.
- Collaborating with the Director of Food & Beverage, with support of the Event Director, to set item prices.
- Staying current on developing trends in the restaurant industry.
- Maintaining the kitchen and surrounding areas in conditions that meet Club standards and health code regulations.
- Develops and monitors food and labor costs and budgets for the department.
- Monitoring inventory and purchasing supplies and food from approved vendors.
- Hiring, training, and supervising kitchen staff.
- Assisting and directing kitchen staff in meal preparation, creation, plating, and delivery.
- Identifying and introducing new culinary techniques.
- Preparing meals and completing prep support as needed.
- Maintains the highest professional food quality and sanitation standards.

JOB DUTIES

- COLLABORATIVE, GRACIOUS, PASSIONATE, and TRUSTWORTHY towards all employees, members, and vendors while overseeing club operations daily.
- Hiring, training, supervising, scheduling, and evaluating the work of the Executive Sous Chef, Banquet Chef, Sous Chefs, & BOH Staff.
- Schedules and coordinates the work of chefs, cooks, and other kitchen employees to ensure that food preparation is economical, technically correct, and within budgeted labor cost goals.
- Approves the requisition of products and other necessary food supplies.
- Ensures that high standards of sanitation, cleanliness, and safety are maintained throughout all kitchen areas.
- Establishes controls to minimize food and supply waste and theft.
- Safeguards all food preparation employees by implementing training to increase their knowledge about safety, sanitation, and accident prevention principles.
- Develops standard recipes and techniques for food preparation and presentation that help assure consistently high quality and minimize food costs; exercises portion control for all items served and assists in establishing menu selling prices.
- Cooks or directly supervises the cooking of items that require skillful preparation.
- Ensures proper staffing for maximum productivity and high standards of quality; controls food and payroll costs to achieve maximum profitability.
- Consults with the General Manager about food production aspects of planned special events.
- Evaluates products to ensure that quality, price, and related goods are consistently met.
- Develops policies and procedures to enhance and measure quality; continually updates written policies and procedures to reflect state-of-the-art techniques, equipment, and terminology.
- Prepares necessary data for applicable parts of the budget; projects annual food, labor, and other costs; monitors actual financial results; takes corrective action as necessary to help assure that financial goals are met.
- Establishes and maintains a regular cleaning and maintenance schedule for all kitchen areas and equipment.
- Supports safe work habits and a safe working environment at all times.
- Attends Food & Beverage staff and management meetings.
- Provides training and professional development opportunities for all kitchen staff.

JOB KNOWLEDGE, CORE COMPETENCIES, AND EXPECTATIONS

- Advanced culinary skills, including food preparation, flavor pairings, and other cooking best practices.
- Plans and monitors all food-production-related costs.
- Plans menus in conjunction with the F&B Director, General Manager and House Committee.
- Develop food purchase specifications and standard recipes.
- Ability to develop unique recipes.
- Ability to pair/match wine and food.
- Current knowledge of trends in the restaurant industry.
- In-depth knowledge of federal, state, and local food handling regulations.
- Comfortable training, directing, and supervising kitchen staff.
- Exceptional leadership skills, including motivation and goal setting.
- Excellent communication and interpersonal skills.
- Time management and organization.
- Maintains food quality and sanitation standards.
- Knowledge of and ability to perform the required role during emergencies.
- A visible presence during dinner services and special high-touch events.
- Leverages and understands generally accepted technology for financial reporting and control, budgeting, inventory control, customer satisfaction, and point-of-sale technology.

CANDIDATE QUALIFICATIONS

- High school diploma or GED required.
- Culinary school, technical school, or culinary arts graduate preferred.
- Substantial experience in the culinary arts with five years minimum as a Sous Chef.
- Expansive knowledge of food and beverage, with the ability to effectively develop seasonal menus that offer variety and satisfaction for the membership.
- Extensive market and industry knowledge and awareness of current and future trends.
- Experience maintaining high levels of sanitation, adhering to local food codes, maintaining accurate food costs, controlling labor costs, and maintaining a professional work environment.
- Must have strong leadership skills and the ability to build effective teams.
- Strong oral and written communication skills are required.
- Ability to analyze data and develop appropriate action plans.
- Computer literacy with proficient skills in Microsoft Programs such as Word and Excel.
- Must have the ability to work as a team member.
- ServSafe certified.

ADDITIONAL CLUB DETAILS

- Annual food sales \$1.210 MM; Total F&B Sales \$2.268 MM.
- The Club currently has a 45% food cost with a food cost goal of 43% and a sales mix ratio of 65% A La Carte and 35% Banquet.
- There are 15 culinary staff and 4 stewards supported by a \$500,000 Labor Budget.
- The Club supports two (2) Kitchens, Poolside Grill, Tennis Pavilion and Halfway House on the golf course.
- CCC has one 24,000 sq. ft. Clubhouse with 520 members whose average age is 57.
- The Club operates (12) twelve months annually.
- \$1 MM kitchen renovation completed in 2023 includes new hot and cold line equipment serving the A La Carte kitchen area.
- The Executive Chef reports to the General Manager and works closely with the Director of F&B, Director of Events, Director of Golf, and Golf Course Superintendent/Facilities Director.

EMPLOYMENT ELIGIBILITY VERIFICATION

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

SALARY AND BENEFITS

The salary is open and commensurate with qualifications and experience. Concord Country Club offers an excellent bonus and benefits package including association membership.

INSTRUCTION ON APPLYING FOR THIS ROLE

Submit a detailed cover letter addressed to Concord Country Club's General Manager, Mr. Michael Strain, and clearly articulate your alignment with this role and why you want to be considered for this position at this stage of your career.

Michael Strain, PGA

General Manager

Concord Country Club

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