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EXECUTIVE CHEF PROFILE: THE BELLE HAVEN CLUB GREENWICH, CT

EXECUTIVE CHEF OPPORTUNITY AT THE BELLE HAVEN CLUB

The Executive Chef opportunity at The Belle Haven Club in Greenwich, CT, offers an excellent opportunity for a culinary professional with a proven leadership and creativity track record to guide the culinary team in delivering consistent and memorable dining experiences to its members. With diverse dining venues, elegant banquet spaces, a poolside snack bar, and an active a la carte dining program, this position requires a chef experienced in maintaining consistency and meeting the expectations of a warm and welcoming membership.

The ideal candidate will possess excellent organizational skills, steady and thoughtful leadership, strong communication abilities, and a commitment to building meaningful relationships with their team. The Executive Chef will collaborate with a well-established executive team within a supportive and positive club culture to ensure that culinary offerings uphold Belle Haven's standards of excellence. This opportunity comes as the club transitions leadership in its culinary department following the upcoming retirement of their highly respected Chef.

[Click here to view a brief video about this opportunity.](#)

ABOUT THE BELLE HAVEN CLUB

The Belle Haven Club located in Greenwich, Connecticut, is a historic private club with a rich history. Founded in 1889, the club is situated in a scenic location on the shores of the Long Island Sound offering stunning views and a serene environment.

From its inception the club has grown into one of the most respected and sought-after private clubs in the United States, offering its members a blend of recreational opportunities and becoming a significant social institution in the region, known for its exclusive membership and amenities.

The original clubhouse and property were situated on a portion of land that was part of the larger Belle Haven neighborhood. The club's location in Greenwich provided the perfect environment for attracting a refined clientele. In the early 1900s, Belle Haven was not just a social gathering place but also a sporting hub. Tennis and sailing became integral parts of the club's identity. The club's tennis courts gained a reputation for being some of the finest in the region.

The club features a charming shingle-style clubhouse and an array of amenities, including exceptional dining options, a renowned kitchen, a dedicated professional staff, and some of the best tennis facilities in the area, with the region's only clay courts. The pool and beach facilities are perfect for relaxation and recreation.

Belle Haven's waterfront is a central aspect of the club, where members enjoy an active lifestyle with sailing, kayaking, windsurfing, water polo, and more, especially in the summer months. The club also offers a picturesque harbor for boaters, making it a great venue for family activities and social events.

As one of the oldest and most respected private clubs in Connecticut, the Belle Haven Club continues to uphold its traditions while offering its members a luxurious setting for leisure, socializing, and hosting events.

THE BELLE HAVEN CLUB BY THE NUMBERS:

- Approximate Members: 526
- Average Age Membership: 56

- F&B Minimum Charge: \$1,600 yearly
- Total F&B Volume Approximately: \$ 3.5M
- Total Food Volume Approximately: \$2.4M
- Food Cost – 42% Actual 40%
- F&B revenues are 65% a la carte and 35% catering.
- Average Kitchen Labor Cost: 41% target, 39% actual
- Kitchen FTE: 17
- Total number of Club employees: 51(Off Season) 115(Peak)
- Kitchen Leadership: (Sous Chefs)
- 2 Kitchens (Main Clubhouse – pool)
- Average 10-16 weddings per year
- POS System: Jonas
- Employee Housing – on-property
- Club Closure: March
- Member-owned club

THE BELLE HAVEN CLUB WEBSITE: www.bellehavenclub.com

THE BELLE HAVEN CLUB FOOD & BEVERAGE OPERATIONS:

The Main Dining Room, open for lunch and dinner has been recently updated with new furniture and fixtures along with an increased seating capacity. This space and the outdoor terrace are used to host larger club events and weddings.

The Crow's Nest is the Club's Casual Dining space, open for lunch and dinner it provides indoor and outdoor dining.

The Bar offers another casual dining option for drinks, while also offering a full menu.

Banquet and Catering spaces are situated on the second floor of the clubhouse. All dining spaces have outdoor dining options and 180-degree water views of the Long Island Sound.

The club is closed for the Month of March, Mondays year-round, and Mondays and Tuesdays from September through May. The Executive Chef will report to the General Manager/COO and work closely with the Club's AGM

EXECUTIVE CHEF – POSITION OVERVIEW

Leadership

- Take full ownership of the culinary team; build trust with them by engaging, observing, learning, and listening to their wisdom, experience, and needs.
- Earn members' trust by instilling confidence through continued enhanced operations, interaction, and visibility.
- Create a fun, collaborative work environment while being "hands-on" when necessary but understanding when to step back and lead the team.
- Involve associates in the decision-making process of how "work gets done" and create a work environment of mutual respect in which people want to come to and participate every day.
- 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.
- Be an active and dynamic recruiter of team members and someone who inherently enjoys developing and building his/her team and leading them to significant, positive membership satisfaction outcomes.
- Establish and consistently enhance operating standards for personnel in areas of responsibility and consistently evaluate knowledge, understanding, and execution to these high standards.
- 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.
- Hold daily/weekly staff briefings and line-ups with direct reports to keep them informed of necessary and relevant activities and expectations at the club. Assist in planning and be responsible for ensuring special club events are well-conceived and executed.

Operations

- Plan, organize, and run banquet operations with events happening at the same time across multiple locations as well as à la carte dining.
- Create standard recipes and techniques for food preparation and presentation that help to assure consistent, high quality and minimize food costs.
- Ensure that high sanitation standards, cleanliness, and safety are always maintained throughout all kitchen areas. Establish 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.
- Maintain safety training programs. Manages OSHA-related aspects of kitchen safety and maintains MSDSs in an easily accessible location.
- Continue to maintain the positive culture of healthy employee meals and understand the importance they have for the team's morale.

Financial

- Plan and assist with pricing of menus for all food outlets in the club and for 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, and within budgeted labor cost goals.
- Consistently monitor payroll and labor resource allocations to ensure they are in line with financial forecasting and goals.
- Implement systems and technology to assist in the management of the kitchen and the financial performance of the operation including regular inventories.
- Prepare necessary data for applicable parts of the budget; project annual food, labor, and other costs and monitor actual financial results; take corrective action as necessary to help ensure that financial goals are met.
- Maintain strong relationships with local vendors and identify new vendors to ensure the best prices for the best quality products.

INITIAL PRIORITIES

- Build relationships with the existing team, understanding the tenure and care of replacing a long-term Chef after their retirement.
- Evaluate and set appropriate and necessary standards of operation, execution, and delivery within the culinary operation, taking ownership of the entire experience from production to final delivery of the product, while working closely with the FOH leadership team.
- Be visible with the membership, engaging and acting as a key face of Food & Beverage, actively building relationships with Members.
- Implement effective daily, weekly, and monthly communication across the culinary team.
- Establish a leadership and mentoring role in the kitchen, and develop talent, while exposing the team to new ideas and techniques.
- Continue to raise the bar with Member events by infusing creativity and variety into club favorites.

CANDIDATE QUALIFICATIONS

- Five years' experience in a similar role with exposure to multi-outlet operations and banquet operations
- Degree in culinary arts and/or other hospitality management focus.
- Ten years of food production and management experience.
- Is a dynamic, creative, empathetic, and caring individual who communicates well with staff and Members.
- Is a team player, within the kitchen, with the FOH team, and with all club and team members.

EDUCATIONAL AND CERTIFICATION QUALIFICATIONS

- A bachelor's degree is preferred with a focus on Hospitality Management or Culinary.
- In lieu of the degree, substantial culinary or hospitality experience will be considered.
- Has achieved or is working towards Certified Executive Chef (CEC) certification through the American Culinary Federation (ACF) or Pro Chef II certification through the Culinary Institute of America. Food Safety Certified

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

Salary is open and commensurate with qualifications and experience. The club offers an excellent bonus and benefits package, including association membership. *Salary Range: \$190,000 - \$220,000*

INSTRUCTIONS ON HOW TO APPLY

Please upload your resume and cover letter in that order using the link below. You should have your documents fully prepared to be attached when prompted for them during the online application process. Please be sure your image is not present on your resume or cover letter; that should be used on your LinkedIn Profile.

Prepare a thoughtful cover letter addressed to **The Belle Haven Club, Neil P. MacKenzie, CCM General Manager/COO**. Clearly articulate your alignment with this role, why you want to be considered for this position at this stage of your career, and why BHC and the Greenwich, CT area will benefit you, your family, your career, and the Club if selected.

You must apply for this role as soon as possible but no later than Monday, January 6th, 2025. Candidate selections will mid-January, with the first Interviews expected in early February and the second interviews a short time later. The new candidate should assume his/her role in late February/early March.

IMPORTANT: Save your resume and letter in the following manner:

“Last Name, First Name - Resume” &

“Last Name, First Name - Cover Letter – Belle Haven”

(These documents should be in Word or PDF format)

Note: Once you complete the application process for this search, you are not able to go back in and add additional documents.

[Click here](#) to upload your resume and cover letter.

If you have any questions, please email Bethany Taylor: bethany@kkandw.com

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