

**EXECUTIVE CHEF PROFILE:  
PHILADELPHIA COUNTRY CLUB  
GLADWYNE, PA**

**EXECUTIVE CHEF AT PHILADELPHIA COUNTRY CLUB**

The Philadelphia Country Club in Gladwyne, PA, seeks a highly skilled and visionary Executive Chef to lead its culinary team in delivering exceptional and memorable dining experiences. With diverse dining venues, elegant banquet spaces, a satellite campus serving the tennis and pool community opening in November 2025, and a robust a la carte dining program, this position requires a culinary professional with a strong foundation in leadership, administrative expertise, and sophisticated culinary artistry.

Reporting directly to the General Manager, the Executive Chef will oversee all aspects of the culinary operation, including menu development, team leadership, and cost control. Additionally, the Chef will manage the purchasing department to ensure high-quality products, efficient inventory management, and cost-effective procurement practices.

The ideal candidate will bring thoughtful leadership, exceptional organizational skills, and the ability to inspire and mentor a high-performing team. They will demonstrate a commitment to innovation and excellence while efficiently managing both the culinary and operational aspects of the department.

**ABOUT PHILADELPHIA COUNTRY CLUB**

Established in 1890, Philadelphia Country Club embodies tradition, community, and excellence, serving families seeking a holistic recreational experience. Spanning 300 acres on the Main Line, PCC fosters a culture centered on integrity, mutual respect, and an unwavering commitment to member satisfaction.

The Club was the seventh member of the U.S. Golf Association and boasts a distinguished 27-hole golf facility featuring the Championship Spring Mill Course, designed by William S. Flynn. The Club has hosted several prestigious tournaments including the 43<sup>rd</sup> U.S. Open in 1939, the 2003 U.S. Women's Amateur, and co-hosted the 2005 U. S. Amateur. The addition of the Centennial Course by Tom Fazio commemorated the Club's centennial, further enriching its golfing legacy. The Centennial Nine was recently renovated to make way for a new practice area. Looking forward, the Club has been named Stroke Play Co-Host with Merion Golf Club of the 2026 US Amateur Championship. Presently the Spring Mill Course is undergoing a significant phased restoration, with the Spring Nine opening in June 2024 and the Mill Nine starting renovations in August 2024 and opening in June 2025.

Beyond golf, PCC offers an extensive range of amenities catering to diverse interests. These include a Fitness Center, Shooting Lodge, nine Har-Tru tennis courts, four new paddle courts, four new pickleball courts, 2 padel courts a newly rebuilt, resort-style Olympic-size pool, squash, and bowling facilities, as well as spaces for bridge, yoga, and Pilates. PCC has hosted multiple squash tournaments including the 2013 US Open Squash Doubles tournament, and it currently has three international singles and two international doubles courts. Emphasizing family-centric activities, PCC nurtures young talent through comprehensive youth programs, including summer camps and sports training across various disciplines. An extensive capital project called The Summer House (soon to be renamed) will be under construction in 2024. This will add a two-storied facility featuring year-round casual dining, a viewing deck and bar overlooking the paddle courts, a new tennis spectator space, and a cozy "warming hut."

The dining experience at PCC is recognized as one of the best in the area, with four distinct dining rooms, including the Bullitt Bistro, Grille Room, the exquisite 1890 room, an outdoor terrace offering breathtaking views, and versatile event spaces.

## **PHILADELPHIA COUNTRY CLUB BY THE NUMBERS:**

- 23,000 Approximate annual rounds of golf
- Initiation Fee: \$120K
- Annual dues: \$17,865
- 1026 Members, all categories
- \$22 M Gross volume approximately
- 12 M Annual Golf and Club dues volume approximately
- \$5.5M F&B volume approximately
- 97 Full-Time Employees; 150 seasonal
- 57 - Average age of members
- POS and Accounting are both JONAS systems

**PHILADELPHIA COUNTRY CLUB WEBSITE:** [www.philadelphiacc.net](http://www.philadelphiacc.net)

## **EXECUTIVE CHEF – POSITION OVERVIEW**

The Executive Chef (EC) at Philadelphia Country Club is responsible for leading all culinary operations, ensuring exceptional dining experiences that exceed member expectations. Reporting directly to the General Manager, the EC oversees menu development, inventory management, cost control, and staff training while maintaining the highest standards of quality, creativity, and professionalism.

The EC oversees and collaborates with the purchasing department to manage procurement and develop inventory systems effectively and ensures compliance with all health and safety regulations. They are a visible and approachable leader, fostering teamwork across departments and promoting a positive, member-focused culture. Success requires a hands-on approach, thoughtful mentorship, and the ability to inspire a high-performing culinary team.

Philadelphia Country Club values its unique "family" culture, shared among both members and staff. The EC must embrace this ethos, balancing innovation with tradition while maintaining open communication with members. Constructive engagement, the ability to implement feedback, and a commitment to collaboration are essential. This role offers a unique opportunity for a culinary professional to lead with vision, elevate dining experiences, and contribute to the ongoing success of a club known for its commitment to excellence.

Philadelphia Country Club prides itself on the special culture of "family" it embodies; this is amongst both members and staff and must be a natural part of the next leader's 'fabric. The foundation of the club's achievements lies in the collective commitment to teamwork, unwavering dedication, and seizing every opportunity with a positive outlook and excellence. These values are more than just pillars of the operation; they represent the essence of Philadelphia Country Club. The goal to deliver exceptional experiences to members and guests hinges on the ability to work together and cultivate a culture of accountability. It is the shared commitment to fostering an inclusive and supportive environment that distinguishes the Club. Innovation is at the forefront, striving for excellence is standard, and every team member feels empowered to contribute their best.

Members understand that the sustained success of Philadelphia Country Club relies on maintaining an energized, well-trained, and committed management and staff team. Success in this role requires a sincerely engaged, personally invested, and naturally front-facing approach. It is crucial to have candid and thoughtful discussions with members about their experiences, suggestions, and requests. The ability to engage diplomatically, gracefully receive both positive and negative feedback, and provide balanced, thoughtful responses is essential.

## **DIRECT REPORTS:**

The EC supervises the sous chefs, pastry chefs, purchasing, and an intern program. 40+ total BOH employees.

## **INITIAL PRIORITIES OF THE NEW EXECUTIVE CHEF**

### **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**

- Foster strong relationships with the existing team while aligning with the cultural vision established by the General Manager.
- 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**

The ideal candidate will either be a successful, highly visible hospitality professional at a club known for exceptional member experiences or be viewed as a “up-coming superstar” in a top-tier club. Qualifications include:

## **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.
- Effective and passionate leader and culinary professional with a proven track record of providing high-level food with a personality commensurately appropriate to Philadelphia Country Club.
- Previous large-scale multi-unit luxury experience within clubs is required.
- Outgoing and personable with excellent interpersonal skills.
- Charismatic, compassionate professional who truly enjoys the private club environment.
- Team builder with experience training, guiding, and maintaining staff.
- Possess especially strong communication skills both verbal and written.
- Strong sense of accountability.
- Detail oriented.
- Possess excellent financial and budgeting skills.
- Proven business acumen.
- Actively encourages and promotes progressive career growth in club management while fostering a willingness to be mentored and developed.
- Proven experience with innovative and creative menus.

## **EDUCATIONAL AND CERTIFICATION QUALIFICATIONS**

- A bachelor's degree is preferred with a focus on Culinary Arts.
- In lieu of the degree, substantial culinary 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.

## **INSTRUCTIONS ON HOW TO APPLY**

Please send your resume and cover letter to **Ryan Kenny, General Manager/ COO, at [rkenny@philadelphiacc.net](mailto:rkenny@philadelphiacc.net)** and clearly articulate your alignment with this role, why you want to be considered for this position at this stage of your career, and why Philadelphia Country Club and the Philadelphia area will be beneficial to you, your family, your career, and the Club if selected.

**You must apply for this role as soon as possible but no later than Wednesday, February 12th. Candidate selections will occur in late- February with the first Interviews expected in March 2025 and the second interviews a short time later. The new candidate should assume his/her role in late April or May.**