

Position: Experienced Executive Chef

Location: West Chester Golf & Country Club, West Chester, PA (On Location)

West Chester Golf & Country Club enjoys a rich history dating back to our founding in 1898, making it one of the most historic and well-respected clubs in the region. Over all these years, we have remained a member-owned club that strives to provide our members with the finest country club experience in the region. Due to our location just on the outskirts of the town, the West Chester Golf and Country Club is truly a “Hometown Club”.

Position Expectations

The Executive Chef is considered a **Key Leader** and is thus a member of the executive management team, contributing to, and responsible for the overall success of the dining experience. The Executive Chef has the following responsibilities:

- Prepares and cooks food to a high-quality standard including a la carte, banquets, pool snack bar, member and ballroom events
- Manages, coaches, and develops the culinary team
- Manages staff schedules in line with labor budget
- Develops and rotates menus seasonally, and determines weekly specials
- Drives food ordering, inventory management, and achieving food cost as a percentage of sales, in line with the Club’s financial expectations
- Establishes and maintains a regular cleaning and maintenance schedule for all kitchen areas and equipment and consistently achieves compliance with food safety and sanitation standards
- Establishes controls to minimize food and supply waste and eliminates opportunity for theft
- Plans and manages the employee meal program

The Clubhouse is generally open Tuesday through Sunday for lunch and Wednesday through Saturday for dinner. Working hours require attendance during nights, weekends and holidays. General work hours are 40-50 hours a week, depending on event schedules for member and ballroom events. From mid-November to March, the kitchen is closed Sunday afternoon, Monday and Tuesday. In January, the Club is shut down for 3-4 weeks, resulting in Executive Chef hours being 20-25 hours weekly.

Our banquet operation is moderate with about 10,000 covers/year. We benefit from a great deal of repeat business, thanks to consistent high-quality food and a devoted service team.

Social and golf events for our members are an important part of our business, representing opportunities to wow our members and their guests with quality and, most importantly, creativity.

Requirements:

- A proven track record as an Executive Chef in a country club or similar high-volume, high-quality organization.
- Experience with a la carte and banquet operations.
- Experience developing and coaching staff members, including a verifiable track record of promoting teamwork and developing potential in employees.
- Experience and understanding and achievement of outcomes aligned to departmental budget and financial goals.
- A broad-based culinary background including 'traditional' country club fare, as well as, current culinary trends and cutting-edge cuisines.
- A 'can do' attitude, friendly and outgoing personality, and strong communication skills.
- A working knowledge of normal computer programs and experience with POS system.
- An unwavering commitment to quality and to doing things the 'right way'.
- Excellent references.
- Serve Safe Certified

Reports to
Club Manager

Supervises
All Kitchen personnel

Compensation & Benefits:

- Salary - \$77,000-\$87,000
- Family Medical Insurance Coverage
- Two weeks Paid Time Off
- Discretionary Bonus up to 5% of Salary

**Interested applicants should send a resume & cover letter to Brian T. McGowan, CCM
Club Manager**

bmcgowan@westchestercc.net