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EXECUTIVE CHEF PROFILE: SADDLE & CYCLE CLUB CHICAGO, IL

EXECUTIVE CHEF OPPORTUNITY AT SADDLE & CYCLE CLUB

The Executive Chef position at Saddle & Cycle Club, in Chicago, IL, is an excellent opportunity for a culinary professional to lead in this well-established club. The Club is seeking a chef with proven expertise in banquet and a la carte services and a solid understanding of logistics, as food and beverage offerings are delivered across the club's campus. A key aspect of this role is the recruitment and development of a talented team, as building a strong culinary staff is essential to success. The ideal candidate will bring creativity and innovation to the club's culinary experience while honoring its traditions. The Executive Chef will oversee multiple kitchens, support diverse dining venues, and work closely with a dedicated team to deliver exceptional service to our members and their families.

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

ABOUT SADDLE & CYCLE CLUB

In 1895 the Saddle and Cycle Club began as a vision in the minds of two bicycling enthusiasts, Albert DeWolf Erskine and Frederick Remington, while on a cycling excursion to the picturesque "new" Edgewater subdivision on Chicago's North Side. Having already established the successful Chicago's Skaters Club, they sought to combine Chicago's widespread enthusiasm for bicycling with the attractive aura of exclusivity generated by the "country club," a new institution in American society. The Club's name was soon adopted with the "saddle" added as a nod to the equestrian set, whose activity carried more prestige than the mere "fad" of bicycling.

In 1898 the land of the Club's present grounds was acquired as a permanent home. A new clubhouse was built, and by 1899 the Saddle and Cycle Club was a mature, thriving institution, vigorous in its varied social and athletic activities, stable in its finances, settled in its unique lakefront kingdom, and, perhaps most importantly, people with a social, amiable, harmonious membership.

The exuberance and vitality of the Saddle and Cycle Club's early days have continued to the present. The clubhouse and grounds have grown and developed to include a swimming pool, 3-hole golf course, tennis, pickleball, and padel courts, all while maintaining the Club's simultaneous emphases on vigorous outdoor activity and gracious, intimate socializing.

MISSION STATEMENT

The Saddle & Cycle Club is committed to being one of the finest clubs in the Chicago area. The Club is dedicated to providing a year-round social and recreational environment for its members and their families to create and cultivate friendships and memories.

SADDLE & CYCLE CLUB BY THE NUMBERS:

- 329 equity/523 total members
- \$9.4M Approximate Gross Volume
- \$3.9M Approximate Annual Dues Volume
- \$3.8M Approximate F&B volume
- Food Cost – Actual 47% Budgeted 46%
- Sales Mix: 33 % a la carte, 58% private parties, 9% club events
- F&B Minimum Annual Charge \$1,200
- Average covers per year –32,000

- # of Kitchens: 3
- Average 14 weddings per year
- POS System - ClubEssentials
- Kitchen Composition: 16 total (inclusive of 4 Kitchen Managers FT); 9 FT, 3 Seasonal
- Total Employees: 46 (FT) 29 (PT) 13 (Seasonal)
- 13 Board members
- 60 Average age of members 94

SADDLE & CYCLE CLUB WEBSITE: www.saddleandcycle.com

SADDLE & CYCLE CLUB F&B PROGRAM:

The Executive Chef reports to the General Manager/COO and directly supervises the culinary team including Executive Sous Chef, Sous Chefs, and Stewarding. Works in tandem with the Clubhouse Manager, this relationship has been historically harmonious and positive. The Chef will sit on the House Committee.

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.
- Contributes to the Club's newsletter and writes articles as requested for the Club.

Operations

- Plan, organize, and run a busy banquet operation with multiple events happening at the same time across multiple locations as well as à la carte dining.
- Develop and maintain 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.

- Displays a very hands-on approach and leads team by example. Must be approachable to staff, members, and guests.
- A sharp eye for detail in the overall management of the operation. Maintains a clean, neat, and organized office, inventory, storage, kitchen, and subsidiary areas.
- Develops standard operating procedures for Culinary and adheres to them consistently.

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 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.
- Embrace the use of systems (including regular inventory processes) and technology to assist in the management of the kitchen and the financial performance of the operation.
- Responsible for upholding the mission, policies, and procedures of the Saddle & Cycle Club including the Constitutional and Operational By-Laws, and Employee Handbook. Always acts in the best interests of the Club.
- 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

- 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.
- Recruit and onboard Sous Chefs ahead of the upcoming summer season
- Be visible with the membership, engaging and acting as the 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 young talent, while exposing the team to new ideas and techniques.
- Create an innovative, relevant, consistently interesting a la carte menu that provides Members with competitively priced and desirable options that are reflective of most Members' interests and tastes.

CANDIDATE QUALIFICATIONS

- Three years experience in a similar role with exposure to multi-outlet operations and banquet-heavy operations
- Degree in culinary arts and/or other hospitality management focus.
- Has 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.
- Is experienced with technology including POS, and Microsoft Suite

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: \$165,000 - \$185,000

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 **Elisha Cicerone 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 SCC and the Chicago, IL 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 the 23rd of December 2024. Candidate selections will occur early January with the first Interviews expected in mid-January 2025 and the second interviews a short time later. The new candidate should assume his/her role in early March.

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

“Last Name, First Name - Resume” &

“Last Name, First Name - Cover Letter – Saddle & Cycle”

(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

Lead Search Executives:

Annette Whittley, Consultant & Search Executive

annette@kkandw.com

561-827-1945 (M)

Lawrence McFadden, CMC, Search Executive

lawrence@kkandw.com

239-963-6888 (M)