

**Executive Chef
Pensacola Country Club
Pensacola, Florida**

An outstanding opportunity exists at Pensacola Country Club for candidates with a proven record of leadership and excellence in culinary operations management within private clubs or high-end establishments in the hospitality industry. Ideal candidates will have demonstrated success in leading high-quality, multiple, and diverse a la carte operations, including banquet events. Successful candidates will be “hands on” Chef and possess a history of leading consistent, high-quality, innovative, creative culinary operations. Pensacola Country Club is committed to maintaining a balance of tradition, inclusiveness, and modern relevance, while continually innovating to deliver exceptional experiences to its membership. The successful candidate will have the opportunity to lead and shape these initiatives, contributing to the club's reputation as a leader in culinary excellence.

PENSACOLA COUNTRY CLUB AND THE SURROUNDING AREA

Pensacola Country Club is the first private country club in Florida. Founded in 1902, the first 9 holes of golf were completed in 1903 and the second 9 when completed in 1925, made the golf course one of the finest along the Gulf Coast. In 2004 Hurricane Ivan devastated the clubhouse and golf course. In 2007 the brand-new clubhouse and completely restored golf course reopened for member use. Through the years, in addition to a world-class golf course, the club and member amenities have grown to include a beautiful racquet complex with 8 tennis and 4 pickleball courts, a beautiful swimming pool complex, a fitness center, and two dining venues with spectacular views on the Pensacola Bay. Pensacola Country Club is a family club with a rich golf history ready to grow into the future.

Pensacola is the westernmost city in the Florida Panhandle. Pensacola is a seaport on Pensacola Bay, which is protected by the barrier island of Santa Rosa and connects to the Gulf of Mexico. A large United States Naval Air Station, the first in the United States, is located southwest of Pensacola near Warrington and is the home of the Navy's Blue Angels flight demonstration team and the National Naval Aviation Museum.

PENSACOLA COUNTRY CLUB BY THE NUMBERS:

- 685 Members, all categories, 252 regular stock holding
- \$12,500 Initiation Fee
- Approximately \$7.5M Gross volume
- Approximately \$3.2M Annual dues volume
- Approximately \$1.6M F&B volume
- 70 Full time Employees

PENSACOLA COUNTRY CLUB WEBSITE: www.pensacolacountryclub.com

Job Summary

The Executive Chef partners with the General Manager and Food and Beverage Director to ensure that a positive, professional, empowered guest-focused culture exists in all kitchens and restaurants. This is achieved by providing vision and leadership, concentrating on staff development, food quality and consistency, safety, sanitation and ensuring a balanced financial performance.

Job Tasks (Duties)

Sales: Sales shall show a continuous positive trend as a result of:

- Consistent, well-managed back-of-the-house shifts that ensures job performance by management and crew meets the established standards.
- Quality line checks being performed before each meal period.
- Mini line checks being continually performed during each shift on identified applicable line products.
- Consistency in portions, plate presentations and serving temperatures.
- Clearly defined and executed ticket time standards.

Profits: Maximum profits are achieved while ensuring superior guest experiences and maintaining restaurant integrity. The Executive Chef achieves this by:

- Assisting the GM in the management of all P&L components.
- Maintaining effective staffing levels for all kitchen positions.
- Maintaining our no overtime standard in the kitchen, unless authorized.
- Managing Kitchen Labor on a shift, daily and weekly basis to react appropriately to current sales trends.
- Ensuring food costs of sales is achieved by having realistic ordering pars, sales based prep lists, quality focused receiving practices, organized walk-ins and storage areas, properly operating equipment, adherence to our recipes and enforced security procedures.
- Analyzing theoretical food cost and menu sales mix on a biweekly basis.
- Utilization of our daily systems, such as raw cost tracking and daily protein counts, to ensure that all items are being accounted for daily

Human Resources: The kitchen team shall be trained to create and deliver exceptional food to Members and guests. This is achieved by:

- Hiring quality candidates to fill all positions, using a two-interview process with reference checks.
- Having a defined and written training program for each position and qualified trainers to administer it.

- Creating, teaching, and ensuring that daily operational roles and responsibilities for each Kitchen Management position are followed.
- Providing a professional, structured, and learning work environment where quality, safety, sanitation, and teamwork are the focus.
- Keeping current on all Kitchen crew member evaluations.
- Planning and executing department labor:
 - Staffing your department to achieve established par levels.
 - Scheduling all staff weekly.
 - Work with your Sous Chef to ensure that all schedules are due in the GM's mailbox the Thursday prior to being posted.
 - Labor awareness by signing off on daily and week to date labor reports.
 - Utilizing overtime reports and eliminating OT with proper staff levels.

Food and Beverage, and Service: A standard of excellence is created and executed in food and beverage. This is achieved by:

- Ensuring quality standards and specs for all products received, produced, cooked, and served exist, are taught, and consistently executed.
 - Ensuring that recipes exist and are followed to exact specifications for all menu items and "specials."
 - Ensuring that complete recipes books and files are maintained and up-to-date at all times.
 - Managing by the philosophy of "If it's not 100% right- it's 100% wrong" and correcting the problem immediately. Our Kitchen Managers ensure that there is no deviation to standards.
 - Creating and ensuring that proper food handling procedures are followed.
 - Purchases of all food, beverage, paper, and small wares as requested on a bid system.
1. Receives and inspects all incoming orders through the loading dock for quality and quantity and look of packaging.
 2. Maintains proper par levels of inventory as established by guidelines of PCC.
 3. Develops and maintains working relationships with all purveyors and associates of Pensacola Country Club.
 4. Works closely with the Sous Chef(s) to ensure proper items are ordered and inspected for quality.
 5. Counts all stocked items into inventory and inputting into the software program on a monthly basis.
 6. Maintains proper storage procedures in all storage areas. By utilizing the F.I.F.O (First In, First Out) system.
 7. Maintains cleanliness of downstairs storerooms, walk-ins, and office.
 8. Attends BEO meetings to discuss items needed for the catering events.

9. Utilizes systems to keep cost controls in place, such as weekly food cost, master tracking, declining budget and updating monthly inventory sheets and updating pricing on the bid sheets on Monday.

Management/Leadership: Ensures kitchen employees consistently achieve established job performance standards. Role modeling and leadership by example in the areas of guest focus, professionalism, teamwork, and attitude is consistently displayed. The Executive Chef is a self-managing, initiative-taking professional, taking personal accountability for his/her own growth and development. The Executive Chef accomplishes this by:

- Utilizing their job description as a resource for self-direction.
- Having vision, goals and action plans written and used to achieve results in their Major Areas of Responsibilities.
- Ensuring that plans and goals are positively communicated to the team.
- Ensuring that all employees and managers are supportive of team goals and are active participants in achieving their results.
- Creating and ensuring that Kitchen shift management roles and responsibilities during hours of operation exist and are followed.
- Assuming responsibilities for the on-going development and coaching of their Assistants and Kitchen Managers and key crew members.

Administration: Support of the GM's effort to ensure adherence to all legal requirements of Local, City, State, and Federal Agencies, as well as all company programs and policies exists. This is accomplished by:

- Utilizing appropriate resources (Accounting, Payroll, Human Resources, Risk Management, and Legal Department).
- Utilizing material resources such as Risk Management and Restaurant Administration Manuals.

Facility: Ensures that all kitchens are clean, well maintained, stocked and are safe for crew members and guests. This is achieved by:

- Keeping all equipment 100% operational, clean and in good repair.
- Creating, maintaining, and using an "equipment maintenance log" for all repair and maintenance issues.
- Creating and ensuring the use of effective sanitation and cleaning programs for each Kitchen position.
- Performing inspections in the Kitchen and using them as management tools.

Values: An environment of trust and respect exists in the Kitchen and restaurants.

Communication is open and honest, and conduct is professional. Management is fair and consistent with all and is firm in their commitment to standards of excellence. They achieve this by:

- Creating an “Open Door” environment with all team members.
- Establishing regular and frequent manager and crew member communication forums.
- Recognizing the contributions of all.
- Not committing to promises that cannot be delivered.
- Delivering on commitments made.
- Enforcing established “Kitchen Policies”.
- Utilizing the strengths and helping to improve the weaknesses of employees.

Minimum Job Requirements/Qualifications

- 7+ years’ experience as an Executive Chef
- Excellent cooking skills, with the ability to relate to and manage people.
- Works well under pressure
- Able to take charge of all back of the house operations (including training, menu planning and costing, purchasing and inventory control)
- Administrative & organizational skills
- Hands on and creative
- Energetic, organized and reliable

Education

Culinary School Graduate

Compensation/Pay Scale

Commensurate with experience and qualifications

Reports to: General Manager/COO

To Apply: Please email your resume and cover letter to HR@pensacolacountryclub.com

NO PHONE CALLS PLEASE

You must apply for this role as soon as possible but no later than April 15, 2024.

The new Executive Chef should assume his/her role in May 2024.