

## **EXECUTIVE CHEF PROFILE: BELLE MEADE COUNTRY CLUB NASHVILLE, TN**

### **THE EXECUTIVE CHEF OPPORTUNITY AT BELLE MEADE COUNTRY CLUB**

The Executive Chef position at Belle Meade Country Club presents an exciting opportunity to join a historic club renowned for its member-focused approach and dedicated staff. Located in Nashville, Tennessee, Belle Meade Country Club offers a year-round club in a vibrant city setting. The Club is currently undergoing a renovation of its dining spaces, aimed at enhancing member experiences and adding to its existing array of dining options. The successful candidate will be a team-oriented, driven leader with a proven track record in both a la carte dining and banquet services, preferably with experience in private clubs or operations with multiple outlets. Moreover, the ideal candidate will have a well-developed leadership style, capable of inspiring and guiding culinary teams to excellence. With the full support of the Executive Team and Board, the next Executive Chef will have the opportunity to play a pivotal role in elevating the already enjoyed dining experiences.

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

### **ABOUT BELLE MEADE COUNTRY CLUB**

Nestled amidst the rolling hills of Nashville, Belle Meade Country Club is more than just a club – it's a lifestyle. At the historic clubhouse Southern charm blends seamlessly with modern amenities. Members enjoy gourmet meals in the multiple different dining venues both inside and outside, networking with fellow members, or simply unwinding with a cocktail. The club is bestowed with a championship golf course, designed by renowned architects, and offers a challenge for golf enthusiasts of all skill levels. Beyond golf Belle Meade offers a state-of-the-art wellness center.

Families will delight in our array of activities designed for all ages. From swimming to engaging in tennis matches on the courts. Belle Meade has eight state-of-the-art indoor tennis courts that utilize the Deco turf 11-layer cushion system - the same surface system required by the U.S. Open Tennis Championship and a total of ten Hydro-Grid outdoor courts. In 1916, the Dutch Colonial clubhouse made of cypress wood and painted white, opened to members. The name was officially changed to Belle Meade Country Club in 1921. The Belle Meade Country Club has had a storied history in Nashville for over a century that reflects the growth and prosperity of the community. From its inception, the Club with its superb leadership and equally magnificent staff has been renowned for its social activities and exceptional food service. Its history of parties, charitable galas, debutante balls, and wedding receptions is unsurpassed in Nashville.

**BELLE MEADE COUNTRY CLUB WEBSITE:** [www.bellemeadec.org](http://www.bellemeadec.org)

### **BELLE MEADE COUNTRY CLUB BY THE NUMBERS:**

- 1,243 members
- 63 average member age
- 120,000 sq ft clubhouse
- 20.2 M annual gross volume
- 3.7 M annual food revenue
- 1.88 M annual beverage revenue
- 65% a la carte 35% events & catering
- 40% average food cost
- 46.6 % Kitchen labor cost (target 43%)
- 70,297 covers per year
- 3,600 sq ft. kitchen (Main Kitchen)

- 3 – Kitchens (Main, Casual, 9.5 Hole)
- POS Software: Jonas Encore
- 41 kitchen employees
- 220 employees
- 15-20 average weddings per year
- 501(c) (7) Tax Status

## **FOOD & BEVERAGE OPERATIONS**

**The Iroquois Bar and dining room** offer membership a more formal white tablecloth dining experience at the club that aligns with the tradition of Belle Meade. **The Grill room and terraces** allow members to have an upscale casual setting and both spaces are currently undergoing a renovation that expands the outdoor seating areas and provides a new look to the experience. **The Deer Park Grill** is the Club's casual restaurant, and this kitchen also services the pool area. Belle Meade has several well-appointed event spaces both indoor and outdoor serviced by the **banquet and catering** teams. The Club operations are busy year-round, with the busiest 4 months being May, June, November, December and the slowest 4 months are January, February, July, and August. The Club is closed on New Year's, and Christmas Day and closes early on Easter, Thanksgiving, and Christmas Eve, Super Bowl Sunday.

## **EXECUTIVE CHEF POSITION OVERVIEW**

The Executive Chef (EC) is responsible for all food and pastry production including developing concepts, recipes, and food purchase specifications. Lead all Culinary Team Members and concept execution. Maintains the highest professional food quality and sanitation standards. Develops and monitors food, labor, and supply budgets for the department. Hires talent and develops skills in a member-focused environment where Team Members are led by example. Works closely with other departments to ensure the Club's strategic plan and goals are met.

The Executive Chef will report to the AGM and has an Executive Sous, Executive Pastry Chef, Banquet Chef, Chef De Cuisine, and Sous Chef reporting directly to them. The Club has a purchasing department.

## **KEY PRIORITIES FOR SUCCESS**

### **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 a busy banquet operation with multiple events happening simultaneously across multiple locations as well as a 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; exercise portion control for all items served and assist in establishing menu selling prices.
- Evaluate food products to assure that the highest quality standards are consistently attained.
- Ensure that high standards of sanitation, 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 maintain MSDS's in an easily accessible location.

#### MEMBERSHIP

- Have a heart of hospitality, embrace, appreciate, promote, and elevate the warmth and culture of Belle Meade Country Club.
- Be visible and engaged with membership throughout the F&B outlets and during events at the Club.
- Welcome, encourage, and engage in regular feedback from members.
- Be responsive to members' requests for menu selections, event planning, etc., and strive to find creative ways to accommodate reasonable requests. Belle Meade Country Club prides itself on having a "say yes" culture.
- Drive consistent innovation, elevate, and build exciting food programs for members to enjoy.
- Create a menu that the membership has a hard time choosing from with regular innovative features and specials.

#### FINANCIAL

- Clearly understand the metrics for successful attainment of financial goals and objectives in F&B operations, and consistently review these expectations with his or her direct reports to ensure understanding and 'buy-in' from those contributing to their attainment.
- Consistently monitor payroll and labor resource allocations to ensure they are in line with financial forecasting and goals. Produce variance reports for monthly financial statements.
- Ensure effective and efficient staffing and scheduling for all facilities and functions while balancing financial objectives with member satisfaction 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.
- 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 assure that financial goals are met.
- Review and approve product purchase specifications and maintain excellent vendor relationships.

#### INITIAL PRIORITIES OF NEW EXECUTIVE CHEF

- Build relationships with the team. Listen, observe, and seek to understand. This includes building a strong foundation of relationships with the executive team, front-of-house leaders, and all members of their team.
- Treat others with respect, listen, show humility, and promote a positive, fair, and professional work environment that works towards excellence daily.
- Listen to member feedback and make appropriate adjustments and adaptations based on sound data and careful thought.
- Find ways to build in variety and different offerings throughout the year,
- Evaluate current operations and set appropriate and necessary standards of operation, processes, execution, and delivery within the culinary operation, taking ownership for the entire experience from production to final delivery of the product, while working closely and positively with the front-of-house team.
- Evaluate and continue to develop, train, and mentor the culinary team while promoting fairness and consistency within.
- Be visible, engage with membership, and become familiar with dining requirements and preferences.

#### CANDIDATE QUALIFICATIONS

- Has 5 years of experience in a similar role & 10 years of food production and management experience.
- Has a proven track record of maintaining food quality and sanitation standards.
- Has exceptional experience with providing high-quality a la carte and banquet food offerings.
- Has experience working with local and seasonal produce and makes connections with vendors.
- Is experienced with technology including POS system Club Essentials (or similar), and Microsoft Excel, Word, Outlook, etc.
- A strong relationship builder with a history of collaboration with their GM, AGM, Food and Beverage Manager, and other departmental leaders.

#### **EDUCATIONAL AND CERTIFICATION QUALIFICATIONS**

- Has a degree in Culinary Arts and/or other Hospitality Management focus.
- 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.
- Certification in food safety is mandatory.

#### **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**

The 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 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** Joe Callison, CCM, Assistant General Manager, and clearly articulate your alignment with this role and why you want to be considered for this position at this stage of your career, and why BMCC and the Nashville 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 Monday April 22nd. Candidate selections will occur Late April with first Interviews expected in Mid-May and second interviews a short time later. The new candidate should assume his/her role in Mid-June 2024**

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

“Last Name, First Name - Resume” &

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

(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](mailto:bethany@kkandw.com)

#### **LEAD SEARCH EXECUTIVES**

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