



To apply please visit [www.standrewscc.com](http://www.standrewscc.com)  
Or email [creznik@standrewscc.com](mailto:creznik@standrewscc.com)

**Description:**

St. Andrews Country Club is currently seeking an experienced Executive Chef to work in our upscale and high-end country club located in Boca Raton, Florida,

The Executive Chef Identifies all kitchen maintenance, sanitation and safety issues and contacts the appropriate individuals who will be able to provide prompt and suitable solutions. Ensures that all kitchens provide nutritious, safe, eye-appealing, properly flavored food. Maintains a safe and sanitary work environment for all employees. Other duties include menu planning, preparation of budgets, maintenance of payroll, food cost, and other records. Specific duties involving food preparation and the establishment of quality standards, training of employees in cooking methods, presentation techniques, portion control and retention of nutrients.

**Essential Responsibilities:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- To effectively supervise and delegate duties pertinent to the Gallery, Banquets, Garde Manager, Pastry, Purchasing and The Lake Side Grille and all food operations of the club.
- Choosing and implementing new technological systems to improve overall operations of kitchen as well as attend seminars and webinars to increase knowledge in these areas.
- Responsible for hiring capable staff members who will strive to produce a higher level of member satisfaction.
- Ongoing review of safety issues and coming up with new ways to improve the overall safety in the kitchen.
- Delegates to Executive Sous Chef in aiding with hiring, training and supervising the work of food and pastry production staff.
- Plans menus for all food service locations considering membership base, popularity of various dishes, holidays, costs and a wide variety of other factors.

- Invents new and exciting dishes for membership and guest satisfaction.
- Develops and tests recipes and techniques for food preparation and presentation which help to ensure consistent high quality and minimize food costs. Exercises portion control over all items served and assists in establishing menu selling prices.
- Prepares necessary data for the budget in areas of responsibility, projects annual food and kitchen labor costs and monitors actual financial results, takes corrective action where necessary to help ensure that financial goals are met.
- Consults with Director of Catering about food design and presentation aspects of special events being planned.
- Delegates to Executive Sous Chef in coordinating with procurement of most food and selection of purveyors based on quality and cost.
- Evaluates food products to ensure that quality standards are consistently attained.
- Delegating to Executive Sous Chef the scheduling and coordinating the work of chefs, cooks and other kitchen employees to ensure that food preparation is value-based and technically correct.
- Ensures that high standards of sanitation and cleanliness are maintained throughout the kitchen areas at all times.
- Establishes controls to minimize food and supply waste and theft.
- Familiarizes newly hired Chefs and Cooks with practices of kitchen and oversees training of Cook Apprentices.
- Counsel employees regarding employee relation problems and suggestions.
- Motivates and encourages staff members to always be at their personal best.
- Observes and enforces Club policies, standards and procedures.
- Works closely with Management in handling members requests and grievances.

**Education & Work Experience Requirements:**

- Bachelor's Degree from a four-year College or University in Hotel/Restaurant Management and/or Culinary Arts, or equivalent combination of education and experience.
- A minimum of five years' experience as a Sous Chef plus three years in another food preparation position.

### **Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to handle or feel objects, tools, or controls, talk or hear, taste or smell. The employee is frequently required to walk. The employee is occasionally required to reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles and is frequently exposed to extreme cold and extreme heat.

The noise level in the work environment is usually loud.

### **Compensation:**

- Salary is commensurate with experience.

This is a full-time position eligible for full benefit package such as:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Company Paid Life Insurance
- Supplemental Life Insurance
- Company Paid Short Term Disability Insurance
- Company Paid Long Term Disability Insurance
- 401(k) Retirement Savings Plan with Company Match
- Vacation Time
- Paid Sick/Personal Time Off
- Holiday Pay

This position description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

This position description has excluded the marginal functions of the position that are incidental to the performance of essential job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully,

the employee will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, and abilities.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

### **About St. Andrews Country Club**

St. Andrews Country Club of Boca Raton, a resident-only Platinum Club of America and a Distinguished Emerald Club of the World and ranked in the Top Ten of America’s Healthiest Club’s is also internationally recognized for magnificent estate residences, recently completed \$17.5 million renovations as part of a three-phase Club Improvement Plan. The Club features superior amenities, two 18-hole championship golf courses, including an Arnold Palmer Signature Design®. The club offers a comprehensive Golf Performance Center with indoor hitting bay and private practice area. Aaron Krickstein, formerly ranked #6 in the world, oversees a full tennis program, 15 clay tennis courts, including a European red clay court. The Club also features a full-service spa and fitness center and a 125,000 square foot completely remodeled Clubhouse with four unique restaurants. A brand-new Recreation & Aquatic Center features three pools, poolside dining, Splash Club and state-of-the-art playground equipment and air-conditioned game room. St. Andrews has played host to numerous PGA golf exhibitions led by touring pros and is the home course to LPGA Touring Professional and resident Morgan Pressel. For more information, please visit [www.standrewscc.com](http://www.standrewscc.com) or follow us on Facebook, Twitter, LinkedIn and Instagram.

### **Drug-Free Workplace**

I have reviewed and understand the responsibilities of this position as listed above. I understand that I will be required to perform the duties listed in the description as part of my permanent job responsibilities and duties. I also understand that this job description is not intended to be an employment contract and that my employer (St. Andrews Country Club) reserves the right to make necessary revisions to the job description at any time without prior notice. I further understand that this job description in no way states or implies that these are the only duties to be performed while in this position. I will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or issue assignments.