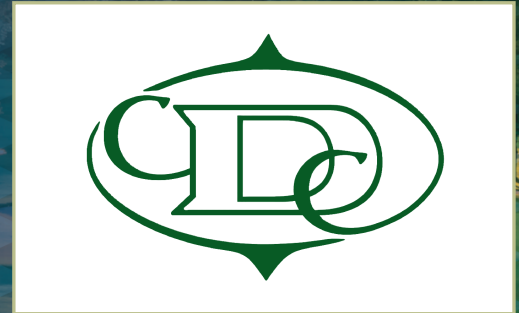


## CANDIDATE PROFILE

**Executive Chef**  
Country Club of Decatur  
Decatur, Illinois



[www.w.ccofdecatur.com](http://www.w.ccofdecatur.com)

[Click here to watch a short video.](#)

## The Organization

Founded in 1899, the Country Club of Decatur is one of Central Illinois' premier private clubs, offering an exceptional family-oriented experience rooted in tradition, hospitality and community. The Club has built a longstanding reputation for providing superior recreational, dining and social experiences while maintaining a welcoming and progressive culture. The current clubhouse and golf course property were developed in 1928 and remain an important part of the Club's history and identity today. Situated on a beautiful, wooded property overlooking the lake, the Club blends historic charm with a vibrant and active membership lifestyle.

Today, Country Club of Decatur continues to evolve while remaining focused on its core mission: providing an outstanding member experience through exceptional service, high-quality facilities and strong leadership. The Club is financially healthy, professionally managed and supported by an engaged membership that values both tradition and innovation.

### COUNTRY CLUB OF DECATUR DETAILS:

- Membership: 381 Members
- Gross Volume: \$4.4 Million
- Annual Food & Beverage Revenue: \$1,400,000
- Banquet Revenue: ~25% of F&B
- Golf Rounds Annually: ~12,000
- Board Members: 15
- Standing Committees: 6
- Club Software: Jonas
- Full-Time Employees: 25
- Peak Season Employees: 79

### COUNTRY CLUB OF DECATUR AMENITIES:

- Championship Golf Course

- Practice Facilities
- Multiple Dining Venues
- Banquet & Private Event Spaces
- Pool & Snack Shack Outlet
- Tennis & Pickleball Courts
- Family-Oriented Social Programming
- Member Events & Holiday Functions
- Private Dining & Catering Services

## Position Overview

The Country Club of Decatur is seeking a highly motivated, hands-on and engaged Executive Chef to lead all culinary operations for the Club.

This is an exciting opportunity for a culinary professional who thrives in a collaborative private club environment and is passionate about elevating the member dining experience while developing and mentoring a strong culinary team.

The Executive Chef reports to the General Manager, and will oversee all culinary operations including:

- Multiple member dining outlets
- Banquet and private event execution
- Pool snack shack operations
- Menu development and innovation
- Budgeting and financial oversight
- Culinary team leadership and training
- Food quality and sanitation standards
- Purchasing and inventory controls
- The successful candidate will bring creativity, organization, leadership presence and a genuine passion for hospitality.

## Key Responsibilities

### CULINARY LEADERSHIP & EXECUTION

The Executive Chef will provide hands-on leadership and direction for all culinary operations throughout the Club. This individual must lead by example in both professionalism and execution while maintaining a consistent presence within the kitchens and member dining operations.

- Direct oversight of all food production for a la carte dining, member events, banquets, private functions, pool operations and special Club programming.
- Establishing and maintaining exceptional standards for food quality, consistency, presentation, creativity and execution.
- Leading all daily culinary operations while remaining highly visible and engaged with both staff and membership.
- Maintaining a culture of accountability, professionalism, teamwork and hospitality throughout the culinary department.

- Participating in daily production and service periods to ensure smooth operations and high-quality member experiences.
- Continuously evaluating and improving operational systems, kitchen workflows and service execution.
- Ensuring all culinary offerings reflect the standards and expectations of a premier private club environment.

## **MENU DEVELOPMENT & MEMBER EXPERIENCE**

The Executive Chef will play a critical role in shaping the overall member dining experience through innovative menu development, seasonal offerings and elevated culinary programming.

- Developing creative, relevant, and member-focused a la carte and banquet menus.
- Creating seasonal features, holiday menus, wine dinners and specialty culinary events.
- Balancing innovation with member favorites and Club traditions.
- Working collaboratively with Club leadership to enhance member satisfaction and increase dining participation.
- Maintaining awareness of culinary trends while ensuring offerings remain appropriate for the membership demographic and Club culture.
- Meeting with members and private event hosts when necessary to customize menus and create exceptional event experiences.
- Assisting in the planning and execution of member events, social functions and Club-wide programming.

## **FINANCIAL MANAGEMENT & COST CONTROLS**

The Executive Chef will be responsible for the financial performance of the culinary operation and maintaining strong fiscal accountability throughout the department.

- Developing and managing annual culinary budgets in partnership with Club leadership.
- Monitoring and controlling food and labor costs to meet established financial goals.
- Establishing proper menu pricing and recipe costing procedures.
- Conducting monthly food inventories and maintaining accurate inventory controls.
- Overseeing purchasing and receiving procedures to ensure proper quality, quantity and pricing of all food products.
- Researching new products and evaluating cost efficiency and profitability opportunities.
- Reviewing invoices and approving product purchases prior to submission to accounting.
- Managing scheduling and labor deployment to minimize overtime while maintaining operational standards.
- Auditing and approving weekly payroll for culinary staff.
- Maintaining accurate records related to food covers, business volumes, banquet activity and departmental performance.

## **TEAM LEADERSHIP & STAFF DEVELOPMENT**

The Executive Chef will be expected to build, mentor and lead a positive and professional culinary team environment focused on consistency, accountability and long-term development.

- Recruiting, hiring, onboarding, training and developing culinary team members.
- Establishing clear performance expectations and holding staff accountable to Club standards.

- Creating a positive and respectful workplace culture that promotes teamwork and professional growth.
- Supervising and mentoring sous chefs, cooks, pastry staff, dishwashers and seasonal employees.
- Developing staffing structures and scheduling plans that support operational efficiency.
- Providing ongoing coaching, feedback and performance evaluations.
- Working collaboratively with front-of-house leadership to ensure strong communication and operational alignment.
- Supporting employee retention through leadership presence, training and team engagement.

## **SANITATION, SAFETY & COMPLIANCE**

The Executive Chef will ensure the Club maintains the highest standards of cleanliness, food safety, sanitation and regulatory compliance.

- Maintaining all local, state and federal food safety and sanitation standards.
- Ensuring all kitchen equipment and facilities are properly maintained and cleaned.
- Monitoring kitchen organization, cleanliness and safety procedures on a daily basis.
- Enforcing proper food handling, storage, labeling and preparation procedures.
- Maintaining all applicable certifications and regulatory compliance standards.
- Ensuring proper documentation and procedures are consistently followed throughout the culinary operation.

## **COLLABORATION & CLUB LEADERSHIP**

The Executive Chef will serve as an important member of the senior leadership team and is expected to maintain strong communication and collaboration across all departments.

- Working closely with the General Manager, Clubhouse Manager, Food & Beverage Manager and other department leaders.
- Participating in leadership meetings, strategic planning discussions and operational initiatives.
- Supporting Club-wide goals and contributing positively to the overall member experience.
- Building strong relationships with members, vendors and staff throughout the organization.
- Assisting with marketing initiatives, promotions and special event planning.
- Addressing member feedback and concerns professionally and proactively.
- Maintaining a visible, approachable and service-oriented leadership style.

## **Professional Experience & Qualifications**

- Executive Chef or Executive Sous Chef experience in private clubs, luxury hotels, resorts, or upscale hospitality environments
- Strong banquet and event culinary experience
- Proven leadership and team development skills
- Experience managing food and labor costs
- Strong communication and organizational skills
- Food Service Manager Certification
- Culinary or Hospitality degree preferred

## Competitive Compensation

- Competitive Base Salary
- Performance Bonus Potential
- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- 401(k) with Club Match
- Paid Vacation
- Employee Discounts
- Relocation Assistance

## To be Considered

To be considered for this leadership opportunity, please submit your cover letter and resume in PDF format, attached via email with the club line: Executive Chef, Country Club of Decatur, to:



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