



EXECUTIVE SEARCH

EXECUTIVE SEARCH SERVICES FOR THE PRIVATE CLUB AND HOSPITALITY INDUSTRY

Candidate Profile

Executive Chef
Cedar Hammock Golf & Country Club
Naples, Florida
www.cedarhammockgolf.com



Organization

Founded in 2000, Cedar Hammock Country Club is a private, gated golf community with 799 members dedicated to consistently providing members with unparalleled service and superior experiences.

The Cedar Hammock championship golf course lies within a community of homes where more than 50% of the site has been dedicated to lakes, wetlands, and wildlife corridors. This environmentally friendly course provides not only a serene and natural environment for the golfer, but also presents great challenges, with water in play on all eighteen holes. There are nine sets of tees to accommodate golfers of all skill levels.

The community also offers four swimming pools and four tennis courts and is currently undergoing a \$12 million dollar amenities enhancement project that includes a new state of the art fitness center, clubhouse pool with a full-service Cabana Bar and kitchen, two bocce courts, and an additional outdoor Veranda dining connected to the existing Clubhouse.

A full complement of golf, social, and dining events are offered throughout the year for the membership's enjoyment.

Cedar Hammock Golf & Country Club is a Common Interest Realty Association (CIRA), a bundled community in which each owner becomes a member of the Club with the purchase of their property. There are no other categories of membership offered.

Position Overview & Responsibilities

The successful Executive Chef candidate will understand the highest priority is the consistent delivery of the highest quality food products. The individual will be creative, keeping the menus fresh and enticing for the members while embracing Club favorites. He/She must be a team builder, a consummate coach, and inspiring to the full Cedar Hammock team.

He/She must be willing to lead the culinary team through the opening of a second venue (Cabana Kitchen) scheduled for April 2023.

Cedar Hammock Country Club seeks a dynamic working Executive Chef and culinary professional to provide consistent quality and hands-on leadership to its Food and Beverage program. The culinary professional must possess the background skills and creativity necessary to enhance member dining for all tastes as well as be able to

develop and execute events, traditional Club functions and holiday events for the enjoyment of the membership. The Executive Chef reports to the General Manager.

Direct reports to the Executive Chef include Sous Chef, Line Cooks, Prep Cooks, and Dishwashers.

The Executive Chef is responsible for all food and pastry production, including banquet functions. The EC will develop menus, manage food purchase specifications and recipes, supervise production, develop and monitor food and labor budgets for the department, and maintain the highest professional food quality and sanitation standards.

- Maintains quality of food products and ensures consistency in food delivery and standards.
- Understands Club favorites and tradition.
- Measures effectiveness of the Food and Beverage department through the Food and Beverage profit and service performance of the facility.
- Directs ordering amounts, inventory levels, timing of orders, receiving, invoice settling, and equipment maintenance.
- Enables communication between line staff and the Director of Food and Beverage.
- Creates theme menus, decorations, banquets, and special events.
- Creates recipes and support materials, such as recipe cards, descriptions, and/or pictures.
- Manages all major Food and Beverage Kitchen operating expenses, set margins, and manages against projections.
- Works with the Director of Food and Beverage on the analysis of financial results and budgeting.
- Ensures that a quality sanitation program is followed throughout the Kitchen operation.
- Ensures proper monitoring of storage (including temperature setting) and rotation of food products to comply with Health Department regulations.
- Responsible for interviewing, hiring, training, planning, assigning, and directing work, evaluating performance, rewarding, and disciplining associates; addressing complaints and resolving problems.
- Assures that effective orientation and training are given to each new associate. Develops ongoing training programs.
- Monitors business volume forecast and plans accordingly in areas of workforce, productivity, costs, and other expenses.
- Responsible for implementing and maintaining excellent service to achieve guest satisfaction.
- Communicates any changes or new policies and procedures to the department.
- Conducts staff meetings with subordinates.
- Maintains flexibility to take on new and different tasks as directed by the General Manager.
- Incorporates safe work practices in job performance.
- Attends staff meetings.
- Regular, timely, and predictable attendance.
- Be a confident, enthusiastic, and diplomatic spokesperson for the Club, fostering a climate of hospitality for all members and guests. Be visible, approachable, and available to both members and staff.

Requirements & Expectations

- Has exceptional cooking skills.
- Plans and monitors all food production related costs.
- Plans menus with members and management team.
- Develops food purchase specifications and standard recipes.
- Maintains food quality and sanitation standards.
- Ability to pair/match wine and food.
- Has a 2-year degree in Culinary Arts and/or Hospitality Management degree and eight years food production and management experience; or 5-7 years relevant experience; or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.
- Must take ownership/responsibility for their department
- Is a critical thinker who is also highly self-motivated.
- Proven and verifiable skills and accomplishments in the culinary field.

- Excellent verbal and written communication skills.
- Well trained and experience with club industry related IT and systems.
- A person of exceptional character-motivated, energetic, and friendly; dedicated to the culinary profession.
- The Club is transitioning to the Jonas Accounting System.
- Impeccable and verifiable references. All candidates will be subject to a thorough background review.
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Requirements

- Bachelor's Degree in Hotel/Restaurant Management, business, or a related field and experience that provides the required skills and knowledge.
- Three- to five-year minimum experience as a Director of Food and Beverage, Assistant General Manager, or Clubhouse Manager in a similar position at a private club or within a hospitality environment.
- A Certified Club Manager (CCM) designation or working towards would be considered a plus.
- A career path marked by stability and professional achievement.
- A person of exceptional character; motivated, energetic, friendly, and dedicated to the profession.
- A friendly and outgoing personality with strong communication skills and high visibility.
- The professional will be a lifelong learner continuing research and understanding industry trends.
- Excellent verbal and written skills.
- The ability to operate a computer to enter, retrieve or modify data utilizing Microsoft Word, Excel, Outlook, PowerPoint, email, Zoom, internet, and other software programs at a high level of proficiency.
- Impeccable and verifiable references. All candidates will be subject to a thorough background check.

Competitive Compensation & Benefits

- Salary based on qualifications and experience
- Health insurance in accordance with club policy
- Participation in the Club's 401K plan after 1 year of employment
- Standard benefits
- Relocation expense if necessary

The Club is committed to the principles of equal opportunity for all job applicants and employees. The Club will make reasonable accommodations for the known physical or mental disability or known medical condition of an applicant or employee, consistent with its legal obligations. The Club also wishes to participate in a timely, good faith, interactive process with any disabled applicant or employee to determine effective reasonable accommodations, if any, which can be made in response to a request for accommodation. Applicants and employees are invited to identify reasonable accommodations that can be made to assist them to perform the essential functions of the position they seek to occupy by contacting the General Manager.

Professionals who meet or exceed the established criteria are encouraged to send resume and cover letter to Ned Welc (ned@gsiexecutivesearch.com) addressed to Mr. James Kurtzeborn, General Manager Cedar Hammock Golf & Country Club, along with a current and accurate resume. For questions contact:

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