

Candidate Profile

Executive Chef
Fairlawn Country Club
Akron, OH
www.fairlawncountryclub.org



Property and Position Overview

With a rich history dating back to 1917, Fairlawn Country Club is among the mid-west's elite, full-service, family centric private country clubs. The Club's 600+ membership and their families enjoy an array of recreational and social amenities on 115 acres of beautiful rolling terrain. The Club amenities include a picturesque 18-hole golf course designed by W.B. Langford, five tennis courts, swimming pool, and an elegant clubhouse offering a variety of member dining and banquet venues. The Club has a strategic plan that led to a \$1.3 million renovation of the clubhouse and grounds. Other projects included a new casual dining room, the Acorn Grille, an upgraded golf practice facility, enhanced patio, and pavilion. The Club's members are the business and social leaders of the greater Akron area. The Club is open year-round and enjoys a full schedule of sports and social events for member families and their guests. Located in the city of Akron, with a population of about 500,000, the Club is about 30 miles south of Cleveland in northern Ohio and is a true family community with affordable housing, excellent schools, and rich cultural attractions.

The Fairlawn Country Club has 530 memberships. Annual Food & Beverage revenue is \$2M, with food comprising \$1.5M of those sales. Food sales include \$600K Banquets; \$660K Clubhouse Dining; \$142K Halfway House; and \$174K Pool Snack Bar.

Cultural Basics

The successful candidate will understand the highest priority is the consistent delivery of the highest quality food products. 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, inspiring to the full FCC team.

Position Summary & Responsibilities

The Fairlawn 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 a sophisticated membership. The Executive Chef reports directly to the General Manager.

He/she supervises, and direct reports include the Sous Chef, Banquet Chef, Pantry Chef, line cooks, prep cooks, and dishwashers.

Responsible for all food and pastry production, including banquet functions. Develop menus, food purchase specifications and recipes. Supervises production. Develop and monitor food and labor budgets for the

department. Maintain highest professional food quality and sanitation standards.

- Maintains quality of food products and ensures consistency in food delivery and standards.
- Understand Club favorites and tradition.
- Measures effectiveness of the Food and Beverage Kitchen 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, ideas for ice sculptures, 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 & 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.
- Creating special menus for Gourmet Dinners and presenting the menus to members at those dinners or other events.
- Manages department members that may include, but is not limited to: chefs, cooks, stewards, and bakers.
- 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 Department Manager.
- Incorporates safe work practices in job performance.
- Attends staff meetings.
- Regular, timely and predictable attendance.

Job Knowledge, Core Competencies, and Expectations

- 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.
- Certified Executive Chef is a plus.
- Two-year degree in Culinary Arts and/or other Hospitality Management degree and eight years food production and management experience; or five to seven 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.
- 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.
- Impeccable and verifiable references. All candidates will be subject to a thorough background review.
- A person of exceptional character-motivated, energetic, and friendly; dedicated to the culinary profession.

Competitive Compensation & Benefits

- A base salary and annual performance bonus
- 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 contact:

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