


CANDIDATE PROFILE

Executive Chef
Pottawattomie Country Club
Michigan City, Indiana
www.pottawattomie.com

Video Profile Feature
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Organization Overview

Pottawattomie Country Club offers the finest golf and social experience in the northwest Indiana region. The Club offers an ideal relaxed, family-friendly atmosphere. The Club is located near the Indiana/Michigan border near the scenic Indiana Dunes, just a mile from Lake Michigan and an hour east of Chicago. The nearby lakefront features beautiful beaches and spectacular views of Lake Michigan and nearby downtown Chicago. Michigan City is a small, family-friendly community with plenty of cultural attractions of its own.

Pottawattomie Country Club was originally founded in 1909 and the Club's amenities include a highly regarded Tom Bendelow championship golf course along with a driving range, pool, and pickleball. The Clubhouse features casual dining, bar, and a private event space that accommodates up to 150 guests. The Club maintains an active social calendar for the members and guests. The Club is open six days a week during the season with a scaled back schedule in the winter months and is closed in January and February.

The Club currently has 350 members in all categories. Gross revenues are about \$2 million with Food and Beverage revenues of under \$650 thousand.

Position Description

The Executive Chef reports directly to the Club's General Manager and is expected to be the visible and accessible culinary leader and collaborate with senior staff and the culinary team. The Executive Chef will have the capacity to guide/direct multiple dining outlets while implementing the vision of the General Manager and Board of Directors.

Position Description (cont.)

The Executive Chef's mission is to consistently provide exceptional culinary experiences to the members daily in a "home away from home" casually elegant atmosphere. The Executive Chef is expected to be very current on culinary trends, changing the menu accordingly to be competitive in the local club and restaurant market. The ability to make critical operational decisions to lead the culinary team in providing creative culinary experiences to the membership is essential. Very strong administrative and financial management skills are also required in controlling food and labor costs while producing consistent member satisfaction and operating results. High integrity, character, and superior communication skills are highly valued traits for the position. The Executive Chef will lead a team of approximately six employees.

[Please control click here for a short video.](#)

Responsibilities

- The oversight and professional direction of a culinary team.
- Develop a collaborative atmosphere and culture fostering a culture of excellence.
- Ultimately responsible for all culinary operations, therefore always making decisions with the Club's vision and tradition in mind.
- Recruit, train, evaluate, and mentor the culinary team. Evaluations will be ongoing and include a formal annual review for all staff members. Implement and enforce employee policies in accordance with the Employee Handbook on a consistent basis.
- Respond to member comments and requests in a timely and positive manner with the goal of maximizing member satisfaction.
- The Executive Chef will emphasize a "member first" service culture that ensures member utilization, satisfaction resulting in an outstanding club experience.
- The Executive Chef is expected to "set the pace" for the staff and actively promote a positive, safe, and drug free work environment where teamwork and cooperation are emphasized in a multi-location operation.
- Responsibility for the administrative management and financial reporting for all culinary operations in accordance with acceptable accounting procedures. Such duties will involve supervision and employing best practices in relation to proper ordering, receiving, inventory, storage, and distribution of food products as well as all staff scheduling and management.
- The production of all menus that revolve to meet member expectations and adhere to the latest culinary trends.
- Meet on a regular basis with the management team and related staff regarding planning and preparation of all menu changes and preparation for all Club events.
- Assist in the planning of departmental annual operations and capital budgets including policies and procedures to ensure proper controls necessary to achieve the parameters established by the budget.
- The visibility and accessibility of the Executive Chef are paramount while maintaining the highest standards of the Food and Beverage outlets.

Requirements

- A minimum of five years as an Executive Chef, Executive Sous Chef or comparable in a high volume, private club, hotel and/or resort with multiple outlets.
- A career path marked by stability and professional achievement with impeccable and verifiable references.
- A culinary degree from an accredited institution. ACF membership is preferred or evidence of strong continued professional development.
- A broad-based culinary background including a thorough working knowledge of a variety of cuisines.
- Strong administrative and financial skills and a working knowledge of computer programs and POS systems.
- A commitment to the profession and culinary excellence.

Competitive Compensation and Benefits


- A competitive base salary and annual performance bonus.
- Health insurance in accordance with Club policy.
- Professional association dues and expenses to be determined in each year's operating budget.
- Standard benefits/relocation assistance.

Professionals who meet or exceed the established criteria are encouraged to contact:



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SENIOR PRINCIPAL

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GSI Executive Search has been serving the private club industry for over twenty-five years, providing a wide range of executive search and placement services. In addition to GM searches that have been performed recently, GSI consultants have done over 70 GM searches around the US in the last two years.