Candidate Profile

Executive Chef
The Petroleum Club of Midland
Midland, Texas

About the Club

Established in 1947, the Petroleum Club of Midland fundamentally exists to provide dining facilities for its members and their guests in an atmosphere that is conducive to the exchange of business ideas. The club is located in the center of downtown Midland. Inside, Italian marble and oak paneling surround a beautiful two-story atrium which houses a waterfall surrounded by luscious green plants on the first floor. The ballroom, continental dining room and lounge overlook this wonderful view from the second floor. There are four different dining areas depending on member needs. The daily themed buffet is a quick in and out. The Derrick Room is a very informal, serving complimentary coffee and pastries each morning and a smaller version of the buffet for lunch. The newest dining room, the Wolfcamp Grill, is an a la carte lounge with a state-of-the-art sound system, fully stocked bar, and 10 televisions. The formal continental dining room provides a quiet setting with piano music and guitars as evening background music. The club also houses three private event rooms located on the first floor. Each of these rooms may be booked for parties or special functions of various sizes and themes as can the ballroom for those truly large and spectacular occasions.

- Total dollar volume of the club: $6.9M
- Total food and beverage: $2.9M, 40% a la carte, 60% banquets and member events
- Number of employees in the kitchen brigade: 18-22
- Number of dining rooms and banquet rooms dining rooms: 4 dining outlets, 1 large banquet ballroom, 3 smaller banquet rooms. The entire club has been shut down to host large events.
- A typical work schedule is Monday through Saturday, with no evening dining service Tuesday and Wednesday evenings. The club is closed on Sundays, except for Easter, Mother’s Day and Thanksgiving during which the club hosts a Sunday Brunch. Memorial Day and Labor Day weekends, the club is closed Friday through Monday, and additionally, the club is closed in December from the 22nd through the 30th.

Petroleum Club of Midland - Pictures

Job Summary

The Petroleum Club of Midland seeks a professional Executive Chef to join its team of culinarians. Potential candidates will possess the appropriate combination of skills, leadership and personality best suited to the needs of the club. The Executive Chef will take ‘ownership’ of the kitchen and impart that attitude to the staff. This is a roll-up-your-sleeves, ‘working’ Executive Chef position. The Executive Chef is responsible for all food and pastry production used for dining rooms, banquet functions and other outlets. He/she develops menus, food
purchase specifications and recipes. Additional duties include supervising production and pastry staff and developing and monitoring food and labor budgets for the department. He/she must maintain the highest professional food quality and sanitation standards.

**Expectations**

- A team player who routinely offers praise to all staff members and acknowledges their efforts.
- Table visitations are a must in order to benefit from member feedback and to build good relationships.
- Professionally manage all kitchen operations.
- Organize, motivate, train and hold accountable all kitchen personnel.
- Promote a pleasant working environment between all departments.
- Adhere to and promote uniform standards.
- Develop and implement new menus to achieve and maintain member satisfaction and excitement.
- Responsible for favorable financial performance.
- Achieve agreed quarterly goals.

**Responsibilities**

- Hires, trains, supervises, schedules and evaluates the work of management staff in the food and pastry production departments.
- Cooks or directly supervises the cooking of items that require skillful preparation.
- Evaluates food products to assure that quality standards are consistently attained.
- Schedules and coordinates the work of chefs, cooks and other kitchen employees to assure that food preparation is economical and technically correct and within budgeted labor cost goals.
- Plans menus in conjunction with the Food & Beverage Director for all food outlets in the club and for special occasions and events.
- Approves the requisition of products and other necessary food supplies.
- Ensures that high standards of sanitation, cleanliness and safety are maintained throughout all kitchen areas at all times.
- Establishes controls to minimize food and supply waste and theft.
- Safeguards all food preparation employees by implementing training to increase their knowledge about safety, sanitation and accident-prevention principles.
- Develops standard recipes and techniques for food preparation and presentation that help to assure consistently high quality and to minimize food costs; exercises portion control for all items served and assists in establishing menu selling prices.
- Prepares necessary data for applicable parts of the budget; projects annual food, labor and other costs and monitors actual financial results; takes corrective action as necessary to help assure that financial goals are met.
- Attends food and beverage staff and management meetings.
- Consults with the banquet function department about food production aspects of special events.
- Interacts with applicable food and beverage managers to assure that food production consistently exceeds the expectations of members and guests.
- Plans and manages the employee meal program and cost.
- Evaluates products to assure that quality, price and related goods are consistently met.
- Develops policies and procedures to enhance and measure quality; continually updates written policies and procedures to reflect state-of-the-art techniques, equipment and terminology.
- Recruits and makes selection decisions; evaluates job performance of kitchen staff; corrects, rewards and disciplines staff in a fair and legal manner.
- Recommends compensation rates and increases for kitchen staff.
Establishes and maintains a regular cleaning and maintenance schedule for all kitchen areas and equipment.

Provides training and professional development opportunities for all kitchen staff.

Ensures that representatives from the kitchen attend service lineups and meetings.

Motivates and develops staff, including cross-training and promotion of personnel.

Periodically visits dining area to visit with and welcome members.

Establishes buffet presentations.

Maintains physical presence for members and staff during times of high business volume.

Staffs all shifts accordingly and within budgeted guidelines.

Implements safety training programs; manages OSHA-related aspects of kitchen safety.

**Miscellaneous**

- All outside catering jobs for members must be approved by the General Manager in advance.
- No outside employment of any type is permitted including, but not limited to, consulting, contract work, opening of a private business and any other forms of employment. This specifically refers to work as a private chef or catering jobs requested by members, non-members and other restaurants.
- Attends committee meetings as directed.
- Reports to the General Manager.
- Supervises Banquet Sous Chef; A La Carte Sous Chef; Pastry Chef and all kitchen staff.

**Requirements**

- Bachelor’s degree.
- Private club experience strongly preferred.
- 3-5 years combined experience as Executive Chef, or as Sous Chef at larger club.
- A strong work ethic; willing to work the hours necessary to perform the duties of the position.
- The ability to gain the respect and confidence of the members and staff is a must.
- A friendly and outgoing personality with strong communication skills and the ability to deal with a variety of personalities.
- A working knowledge of computer programs and POS (Jonas) systems.

**Compensation and Benefits**

The Petroleum Club of Midland will offer an attractive and competitive compensation package to include:

- Base salary plus annual bonus.
- Eligibility for enrollment in medical insurance, which will cost $12.50 per paycheck. The club will pay 100% of premiums for dental, vision and life insurance plans. Able to enroll dependents in health and supplemental plans with payroll deduction for the premiums.
- 401(k) enrollment eligibility following first 12 months of employment for open enrollment. A maximum of 4% of annual base salary.
- Vacation and sick days.
- Professional association dues and a budget for travel.
- Relocation assistance (negotiable).

Professionals who meet or exceed the established criteria should send a cover letter and resume in PDF format, attached via email with the subject line, Petroleum Club of Midland Executive Chef, to: