



EXECUTIVE SEARCH

EXECUTIVE SEARCH SERVICES FOR THE PRIVATE CLUB AND HOSPITALITY INDUSTRY

Candidate Profile

Executive Chef / House Manager
St. Anthony Hall at the University of
Pennsylvania
Philadelphia, PA 19104
www.delta3637.org



Organization

Founded in 1849, the Delta chapter of St. Anthony Hall (also known as the Fraternity of Delta Psi) at the University of Pennsylvania is the oldest fraternal organization on Penn's campus and the only privately owned fraternity building. The Delta Chapter of St. Anthony Hall has been in continuous existence for over 173 years. The clubhouse was designed and built at Penn at its current center of campus location at 3637 Locust Walk in 1908 and was placed on the Register of National Historic Landmarks in 2006.

Most recently the Delta alumni undertook numerous renovation projects to upgrade the Hall stemming from a successful \$3M capital campaign. Some recent building upgrades from the campaign include a thorough renovation of the 21 bedrooms, which include new oak floors and paneled doors that are both historically accurate and up to the Philadelphia fire code. A complete reconfiguration of the upstairs electrical system upgrades in the technology and Wi-Fi infrastructure allows the members to enjoy the benefits of uninterrupted studying and entertainment. Relocation of the second- and third-floor bathrooms and replacement of the roof. St. Anthony Hall also installed central air conditioning throughout the clubhouse which was a needed upgrade to the living conditions during the warm weeks of school.

The fraternity boards 21 fraternity brothers in the three-story building and an additional 25 - 35 brothers live "off-campus". St. Anthony Hall currently serves lunch and dinners four days a week (Monday through Thursdays) and brunch on Fridays. Wednesday night is a formal brother's night with cocktails, upscale dinner, a meeting, and a popular Sunday night Dinner. There are continental breakfast options available daily in the pantry. The house includes a kitchen, prep kitchen, dining room, TV lounge, library, and a game room. The house also hosts University events as well as several alumni events during the year. The Delta Alumni Association represents approximately 800 living alumni and is extremely active in the activities of the house and the organization and participates in several events at the House during the year.

The alumni brotherhood is active in passing down the history and traditions of "The Hall" to the undergraduate brothers. The Delta Alumni Association seeks to fill the position of Executive Chef / House Manager to assist the Board in managing the daily operations of the house as well as to provide structure and direction to the undergraduate leaders of the house. Importantly, this position will also be responsible for the care and custody of the historic building. The Executive Chef / House Manager will report to and be in close contact with the Delta Alumni Association Board. Specific areas of responsibility will include the facility, the Food and Beverage operation, working with outside vendors, social and special university events, the management of the staff, and mentorship/leadership of the undergraduate brothers. The Executive Chef / House Manager will be a visible and accessible leader and will be the house representative to the undergraduate leadership, the University, the Alumni Association, and the parents of the undergrads. A friendly, outgoing, disciplined personality is a must as well as a strong working knowledge of food and beverage operations, event execution, and sound financial management skills. The mandate of the Executive Chef / House Manager will be to realize operational excellence, care for a historic house, and respect the history of the house and its traditions.

Position Overview

The successful Executive Chef / House Manager at St. Anthony Hall will be proficient and skilled in culinary leadership, including setting standards, best practices, standardized recipes, and brother relations. The position will be the crucial leader known to the membership as the responsible party for all culinary offerings and operations at the house. The Executive Chef / House Manager must be visible and present in all Food and Beverage operations on a regular daily basis and must be structured and organized to implement defined goals and initiatives set forth by the board.

The Executive Chef / House Manager's duties include but are not limited to:

- Manage all the operations of the house and the well-being of its residents.
- Responsible for mentoring/overseeing the undergraduate members of the house and ensuring they are treating the house and each other with respect and keeping up with their responsibilities.
- Manage the efficient and consistent service of Food and Beverage for all meal periods, banquets, member events, holidays, and outside events. Actively participate in the planning and execution of major events.
- Oversee Food and Beverage service in the house dining room daily. Actively manage the kitchen staff and houseman daily.
- Monitor the financial performance of Food and Beverage operations and take corrective action as needed.
- Manage and execute all events held at the house.
- Ensure that all safety, sanitation, energy management, preventative maintenance, and other standards are consistently met.
- Oversee all maintenance operations of the house and be responsible for overseeing renovation projects over the summer and minor repairs during the school year.
- Consistently work with the Board on managing the budget of the house and sending invoices to Accounting Services.
- Ensure all legal requirements are consistently adhered to, including wage and hour, and federal, state, and local laws about the service of alcoholic beverages.
- Attend and report on the operations of the house at the monthly Alumni Associations meeting.
- Maintain consistent contact and relationships with the President and Alumni Association as well as with the appropriate university representatives, undergraduates, parents, and outside vendors.
- Display a professional image and dress every day at the house and ensure that the other staff members are doing the same.
- Maintain the quality of food products and ensures consistency in food delivery and standards.
- Create the standards for kitchen policies and procedures, communicates these policies, and ensure that the policies are adhered to by all BOH staff. Lead by example and is very hands-on in all aspects of the operation.
- Create and update menus often, incorporate daily features, and develop and documents recipes and controls to ensure consistency. Creativity and innovation, not just variety, is essential in planning menus and events. Creativity in presentation is also important – plate presentation as well as how food is presented in buffets.
- The EC has a proven track record of controlling food and labor costs. He or she is adept at creating and managing a budget and provides food purchase specifications to control food quality and costs.
- Direct ordering amounts, inventory levels, the timing of orders, receiving, invoice settling, and equipment maintenance.
- Create theme menus, decorations, banquets, and special events.
- Ensure that a quality sanitation program is followed throughout the kitchen operation.
- Ensure proper monitoring of storage (including temperature setting) and rotation of food products to comply with Health Department regulations.
- Manage department members that may include, but are not limited to chefs, cooks, stewards, etc.
- Assure that effective orientation and training are given to each new associate. Develops ongoing training programs.
- Implement and maintain excellent service to achieve guest satisfaction.
- Incorporate safe work practices in job performance.

Attributes and Responsibilities

- An outgoing and friendly personality with a high potential to identify with and embrace the Club's unique culture.
- Highly energetic; a self-starter with a “hands-on” approach to management.
- Excellent communication skills at all levels.
- A strong sense of service with proven staff development and training skills.
- The active promotion of the dining program at St. Anthony Hall to all brothers and Board members. The Executive Chef / House Manager is expected to interact with members daily; actively soliciting members' opinions and input as to the dining program.

Requirements

- The Executive Chef / House Manager preferably has a degree in culinary arts, prior executive chef experience, and management or a hospitality degree.
- A strong history of verifiable high-end quality food management and an expert in developing food purchase specifications and standard recipes.
- A career path marked by stability and professional achievement.
- The successful Executive Chef/ House Manager must possess a passion for providing member service and a commitment to exceeding members' expectations.
- 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 with the staff and membership.
- The Executive Chef will possess knowledge of culinary trends and be creative in bringing new ideas to the Hall.
- Takes tremendous pride in making members happy, exceeding their expectations, and fosters that accountability among the team – both BOH and FOH.
- Excellent verbal and written skills.
- The ability to operate a computer to enter, retrieve or modify data utilizing Microsoft Word, Excel, Outlook, Email, 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

- Competitive compensation/salary commensurate with experience and an annual performance bonus and benefits package commensurate with qualifications and experience.
- Medical insurance and extended Paid Vacation.
- Professional dues, educational allowance expenses, and other standard perks.
- Relocation assistance if required.

To be considered for this outstanding opportunity all cover letters and resumes should be received as quickly as possible but no later than July 16, 2022. All information received will be kept in the strictest confidence.

Professionals who meet or exceed the established criteria are encouraged to send a compelling cover letter addressed to the Search Committee outlining their qualifications, experience, interests, and why St. Anthony Hall and the Philadelphia vicinity will be beneficial for you, your family, and your career along with their resume to:

GSI Executive Search
Manny Gugliuzza, CCM, CCE
Principal and Search Consultant
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This position is available immediately.