

CANDIDATE PROFILE

Executive Chef

University Park Country Club
Sarasota, Florida

www.universitypark-fl.com



Video Profile Feature: [Click here to watch](#)

Organization

University Park Country Club is the premier semi-private club in Southwest Florida. The Country Club and acclaimed 27-hole championship golf course is at the heart of our award-winning University Park gated community, recognized by *The National Association of Home Builders* with their “Best Community Design in America” award. As we celebrate our 25th anniversary, it is no surprise that the Club and the golf course consistently earn awards and recognition from independent reader surveys and discerning golfers.

Members enjoy preferred tee times and a full schedule of golf events and golf association play. Tennis is a grand slam on our 11 lighted Har-Tru courts. Professional tennis instruction and competitive team tennis leagues keep our tennis members engaged and active. Our fully equipped Fitness Center and ongoing fitness programs are designed with our active membership in mind.

A full calendar of social, holiday and recreational activities elevates the Club experience to another level. In addition to extraordinary dining at The Park Grille & Café, a dedicated banquet and catering staff is available to assist you in planning stellar special events. University Park Country Club memberships are available in all categories, and residents who live outside of the University Park Country Club gates are also welcome!

The Club, Inc. by the Numbers

- Annual Club Revenues: \$12,000,000
- Annual F&B Revenues: \$2,700,000
- 71% A La Carte, 29% Banquet (est.)
- 4 Weddings & 18 Large Events Per Year (est.)
- Membership Size: 1,316
- Food Cost Budget: 2024 Budget \$1.2m (dependent on revenue)
- Venues or Dining Rooms: 4 (Grille and Lakeside Dining Rooms, Outdoor Café & Varsity Club)

- Total Seating Capacity: 250
- Hours of Operation: Lunch Sun-Sat Dinner Wed-Fri
- BOH FTE: 16
- FOH FTE: 26

Position Summary

The successful Executive Chef (EC) at The Club will be proficient and skilled in culinary leadership, including setting standards, best practices, standardized recipes, team development, and Member and guest customer relations. The EC will be the crucial leader known to the employees and the membership as the responsible party for all culinary offerings at University Park. The EC must be visible and present in all food and beverage operations on a regular daily basis and be a team player who is willing to work side by side with the team each day and do whatever it takes to provide an exceptional member experience. The EC must demonstrate an open-door, approachable demeanor that leads and guides all culinary team members equally and proactively. The EC must be structured and organized to implement defined goals and initiatives to achieve the culinary brand, vision, and standard of offering an unparalleled dining experience in Sarasota, FL.

The EC will manage all culinary aspects of University Park's restaurants, bars, and private events. The EC will lead, motivate, and inspire a fun and thriving culinary mentorship culture while overseeing all team members' hiring, training, supervision, and performance. They will have complete responsibility for all back-of-the-house operations, including but not limited to purchasing, inventory, sanitation, and equipment maintenance. Successful candidates will have experience in positively leading active a la carte dining programs as well as banquet events simultaneously.

Executive Chef candidates must deliver the highest quality food and taste every day in all culinary offerings. The diverse membership desires both trending creative meal offerings (lighter, healthier, farm-to-table) as well as timeless standards. The EC role at University Park truly provides candidates with a fulfilling platform for delivering both experimentation and classic fare. Consistency through training, mentoring, standardized recipes, plating guides, proper food timing, taste, and finish is the key talent characteristic that the Club is seeking in this position.

Responsibilities & Attributes

Food & Beverage/Culinary:

- Establishes and maintains a F&B Manual, which includes service standards, food quality production, cost controls, and compliance with the State Health Department Codes.
- Plans meals, prepares menus, in accordance with the restaurant's services and scheduled events.
- Establishes written standardized food recipes and beverages to ensure the production of consistent quality and portion control. When supervising, stations self in front of cooking ranges, checks sizes of portions, as well as methods of food preparation, cooking, and garnishments; provides instruction and guidance, when necessary, and sees that the food is prepared as ordered.
- Receives and checks food and supplies in the kitchen and storerooms, i.e., inspects condition of contents, checks invoices with actual orders, and the freshness of products. Stores new and reused products in proper temperatures and wrappings. Minimizes waste as much as possible.
- Maintains cleanliness and organization in all kitchen areas as per F&B Manual.
- Completes opening and closing checklists as outlined in the F&B Manual.
- Assists in the preparation and adherence of the F&B budget.

- Successfully manages and monitors daily restaurant activity in the ordering of food products, maintaining appropriate stock levels, and performing the monthly inventory as per F&B Manual. Ensures alignment with F&B budget.
- Conducts daily walk throughs to ensure the facility is safe, presentable, and that efficiency and courtesy are practiced on a consistent and ongoing basis. Refers to F&B Manual for guidelines.
- Attends, participates, and makes recommendations in the weekly F&B department meeting, as well as attends other periodic employee meetings.
- Assumes complete management of kitchen operations.
- Maintains Food Managers' Certificate.
- Protects the assets of the Club.
- Provides ongoing training and mentorship to staff, which provides increased skills, improves teamwork, and enhances employee morale.
- Utilizes Jonas Encore software for event planning and execution.
- Interfaces with members from time to time in the dining room setting.
- Operates within the guidelines, policies, standards, and constraints as established by the Club and PBM.

Staff's Performance, Development, and Work Schedules:

- Participates in the responsibility to hire, train, direct, and manage kitchen employees as per the guidelines and service standards of the F&B Manual.
- Mentors and develops staff in kitchen operations, food preparation, and culinary techniques.
- Trains and requires staff to comply with all safety and sanitation procedures and practices.
- Develops and implements standard operating procedures.
- Communicates performance expectations with staff and holds staff accountable.
- Manages employees' work schedules and ensures the accurate processing of hours worked for payroll processing.

Ultimately, the Executive Chef of the Club is an important and positive face of culinary operations. He or she is an integral part of the overall success of the operation. The responsibility to lead this facet of the organization from a passionate, creative, supportive, progressive, and team-focused perspective is of critical importance for long-term success.

Requirements

- Must have a minimum of 5 years as an Executive Chef experience; preferably in country club operations.
- Preferred: Must be a graduate from a culinary school or received certification through a culinary curriculum.
- Excellent organizational skills; able to facilitate a well-organized and executed kitchen operation.
- Excellent project management skills.
- Effective verbal skills to communicate with management, staff and vendors.
- Proficient negotiating skills to manage vendors' costs.
- Ability to use logical or rational thinking to resolve issues and facilitate favorable resolutions.
- Ability to perform basic mathematical skills to perform position responsibilities.
- Monitors and courteously develops subordinates; visually monitors staff and provides constructive feedback.

- Reads Member communications and discusses with the GM and the Food & Beverage Director. Also, interfaces with the Member Experience Director and the Banquet and Catering Manager as needed.
- Proficient management skills in overseeing staff in performing work.
- Implements health and safety procedures; sanitation standards are consistently achieved.
- Computer literate and can adapt to new software.
- Able to learn and utilize Jonas Encore software for event planning and execution.
- Self-motivated to continually improve and sustain the delivery of excellent cuisine that meets and exceeds our Members' and guests' expectations.

Competitive Compensation & Benefits

- Competitive compensation/salary
- Healthcare: Medical, Dental, Vision, Employer Paid Life Insurance, Voluntary Life Insurance, Short Term Disability, and other ancillary health benefits
- Paid time off and work/life balance
- Participation in the Club's Retirement Plan after one year of employment
- Professional dues, educational allowance expenses, and other approved expenses in accordance with the annual budget
- Relocation assistance (if from outside the area)
- Free golf privileges

To be considered for this outstanding opportunity, all cover letters and resumes should be received as quickly as possible but no later than February 29. All information received will be kept confidential.

Professionals who meet or exceed the established criteria are encouraged to send a compelling cover letter addressed to the General Manager / COO outlining their qualifications, experience, interests, and why The University Park Country Club and Sarasota, FL will be beneficial for you, your family, and your career along with their resume to:



Tara Osborne

Principal



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