

KOPPLIN KUEBLER & WALLACE

THE MOST TRUSTED NAME IN EXECUTIVE SEARCH AND CONSULTING

EXECUTIVE CHEF PROFILE: DOYLESTOWN COUNTRY CLUB DOYLESTOWN, PA

(To apply click the link at the end of this document.)

THE EXECUTIVE CHEF OPPORTUNITY AT DOYLESTOWN COUNTRY CLUB

If you want to work at a progressive, family-focused club, in a great town to raise a family, look no further than the executive chef position at Doylestown Country Club. This is an amazing opportunity for candidates with great leadership and culinary skills to serve over 600 member-families at this premier club in a location that has a great quality of life.

[Click here to view a brief video about this opportunity.](#)

DOYLESTOWN COUNTRY CLUB

Doylestown Country Club (DCC) has a rich history. It was originally founded in 1916 and the Club's land and facilities were purchased 1945. The previous Clubhouse was built in 1953, the swimming pool added in 1959, and the course enlarged to eighteen holes in 1963. The present Clubhouse, Golf Shop, and Pool House were built in 1997. Some of the 1953 Clubhouse foundation was used in the 1997 building. Additionally, the 19th century stone cottage that served the membership for generations as, among other things, the Clubhouse, was incorporated into the facilities design and is named the Founders' Room.

The Doylestown Country Club golf course is a private course featuring 18 beautifully modeled holes. Originally designed in 1918 by William S. Flynn, and later remodeled in 1966, members and guests continue to enjoy this stunning course. Combining hilly terrain with strategically placed sand bunkers and water hazards, the course challenges players of all skill levels.

Renovated in 2010, the aquatics center and Cabana provide the perfect atmosphere for members to relax with family and friends. The pool consists of a 25-meter lap pool, diving well, multiple water features, and a separate children's pool. An expanded stone patio with a fire pit and gazebo provide the perfect space to relax and enjoy items from the Cabana menu. Food and beverage service is available at the poolside bar and adjoining kitchen.

Doylestown, Pennsylvania has a rich history dating back to its founding in 1818, when the inhabitants of Doylestown and its vicinity petitioned the Judges of the Court of Quarter Sessions for the establishment of the Township of Doylestown. Fully embracing the future while preserving the best of its rich heritage, Doylestown has evolved into an area where exceptional people and industry, classic architectural forms, history, recreational fun, and a picturesque landscape all combine to create a unique American identity. It is a truly one-of-a-kind community.

FOOD & BEVERAGE PROGRAM

A la carte dining venues upstairs at DCC include the Grille Room (seats 80), Grille Bar (seats 32), and Grille Deck (seats 32) where members and guests can enjoy stunning views of the golf course around a charming fireplace. Downstairs dining includes the Men's Locker Room (seats 48) and the outdoor patio (seats 36).

DCC serves as the perfect venue for a wide variety of events; from weddings, banquets, and cocktail parties to corporate meetings, seminars, and golf outings. The club has a main ballroom that seats approximately 175 people and a banquet bar that seats 40. The club also has two private dining rooms that can seat up to 30 guests each. The club hosts approximately eight weddings per year.

The Club is open year-round but closed for two weeks in January. Golfing season begins in March and the aquatics center opens on Memorial Day Weekend.

DOYLESTOWN COUNTRY CLUB BY THE NUMBERS

- 634 members
- \$22K initiation Fee
- \$7,453 annual dues
- \$2M Food & Beverage Volume
- 62% a la carte; 38% banquet
- 2 kitchens (Main Clubhouse and Pool Grill)
- 18 kitchen employees
- Employees: 175 in-season and 75 off-season
- 56 average age of members

DOYLESTOWN COUNTRY CLUB WEB SITE: doylestowncountryclub.com

[VIDEO ABOUT DCC's 100 YEAR ANNIVERSARY](#)

ORGANIZATIONAL STRUCTURE

Doylestown Country Club operates under the General Manager organizational structure. The Executive Chef reports to the General Manager, attends weekly executive staff meetings, and serves on the House Committee.

The Club has 18 kitchen staff members including a sous chef that work in the two kitchens – the Main Clubhouse kitchen and the Pool Grill.

EXECUTIVE CHEF JOB DESCRIPTION

The Executive Chef (EC) at Doylestown Country Club is responsible for all food production including that used for dining rooms, private events and other outlets of the Club. The EC develops menus, food purchase specifications and recipes; supervises production staff; develops and monitors food and labor budgets for the department; maintains the highest professional food quality and sanitation standards; and ensures a high level of member satisfaction.

The EC is a working chef who leads, manages, motivates and directs kitchen staff to achieve the objectives set by the General Manager. The EC creates the standards for kitchen policies and procedures, communicates these policies and ensures that the policies are adhered to by all BOH staff.

The EC is responsible for ensuring that all food is consistently outstanding – from standard country club fare to innovative offerings and special culinary events throughout all dining venues. The EC understands that quality and consistency in producing and delivering popular club events such as wine dinners and member tournaments are just as important to the member experience as producing *a la carte* service on a day to day basis; and is responsible to ensure that his/her team approaches each activity with identical focus.

The EC at DCC is a team builder who mentors kitchen staff and develops a pipeline of talented and creative individuals and interns by building a reputation as an excellent learning and training ground for up and coming culinarians. Additionally, the EC is a hands-on leader and “working chef” who leads by example and will step in to work any place on the line as needed.

The EC leads the BOH initiative relative to accident prevention, training and retention of staff, and sanitation and safety standards. The EC pays sharp attention to detail, enforces the highest standards of sanitation and safety, and ensures that all BOH staff approach the standards with the same level of focus.

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. The EC tracks food and labor spending on a daily basis in order to make changes as needed to stay on budget.

The EC is responsible for leading the product knowledge training for FOH personnel through daily pre-meal meetings and special food knowledge training programs.

The EC creates and updates menus routinely, incorporates daily specials, and develops and documents recipes and controls to ensure consistency. Creativity, not just variety, is essential in planning menus for the members of Doylestown Country Club.

The EC is someone who looks at mistakes as opportunities for improvement, and instills this mindset and outcome into his/her team, while at the same time epitomizing the perspective of being readily open and embracing of input—The EC is approachable by both members and staff.

The EC is an energized, *positive* presence who displays a strong work ethic. The position requires a high-energy, committed, and dedicated professional who recognizes that during the height of the season, long work days are needed to achieve a high level of member satisfaction. The Club also encourages staff to take time to re-energize and find a balance of dedication to the Club and personal time.

INITIAL PRIORITIES OF THE EXECUTIVE CHEF

- Evaluate and set appropriate and necessary standards of operation, execution and delivery within the culinary operation; taking ownership for the entire experience from production to final delivery of the end-product, while working closely with the FOH management team.
- Evaluate and continue to develop and mentor a cohesive, high performing team.
- Look for ways to continually improve *a la carte* dining food quality and consistency.
- Create a “buzz” among members and staff about the new culinary program.
- Learn members’ names and culinary and dining requirements (allergies, etc.) and preferences.
- Create an innovative, relevant, consistently interesting *a la carte* menu that changes at least seasonally while maintaining those “must keep” member favorites. Create new “signature items” that become favorites.
- Continue to raise the bar with member events by infusing creativity and variety into club favorites.
- Focus on fiscal responsibility; ensuring that food costs and labor costs are met without sacrificing the member quality experience.

CANDIDATE QUALIFICATIONS

The successful candidate:

- Is a strong and passionate leader and culinary professional with a proven track record of providing high-

level services with a positive personality that is engaging and genuine.

- Has a minimum of three years prior management experience as an Executive Chef and at least five years of diversified kitchen and hospitality industry experience including banquet and restaurant operations. Executive sous chefs at larger country clubs that are ready for an Executive Chef role will be considered.
- Has successfully led dynamic culinary operations. Additionally, those with success in farm-to-table, locally grown or procured provisions, and with an emphasis on creative cuisine that is always on the cutting edge of the current trends while embracing traditional club favorites.
- Has the ability to consistently define and achieve goals and objectives. This includes proven and verifiable leadership qualities with demonstrated ability to direct, coordinate and control all facets of an active culinary operation.
- Has strong management skills with verifiable strengths in inspirational leadership, financial performance, and people skills.
- Has a proven track record of developing and mentoring the culinary team.
- Must have computer skills including but not limited to Microsoft Outlook, Word, and Excel. Experience with Jonas POS software is a plus.

TRAITS, SKILLS AND COMPETENCIES

- The EC must understand and practice the Club's member-focused service philosophy and be fully engaged in and fulfilled by providing members with consistent, high quality food and innovative menu offerings and plate presentations.
- The EC is an innovative leader in all aspects of the position. He or she is creative with menu design — both menu selections and daily specials; tries new and different ways of displaying items on buffet tables and stations; and is innovative when planning events in less than ideal conditions (such as outdoors) to ensure that the preparation and delivery are of the highest quality and seamless to members and guests.
- The EC is a visionary and trend setter yet understands and is respectful of long-standing Club culinary traditions and can balance both in creating menus, specials, and event offerings. In addition to being a visionary, he or she pays close attention to details.
- The EC is meticulous about food handling, cleaning, and organizing the kitchen and insists that all BOH staff do the same.
- The EC continually looks for opportunities to improve BOH service and must be willing to listen to staff and members for input. The EC understands that the entire team is there to fulfill members' needs.
- The EC is extremely organized and possesses exemplary technical skills to successfully manage multiple functions and people efficiently and effectively.
- The EC understands that flavors and consistency are key drivers of the private club experience in all food offerings. He or she is just as passionate about producing the best crispy chicken fingers and Obie Burger as preparing the most complex dishes and exploring the latest culinary trends.
- The EC should have a solid understanding of wine and experience with wine and food pairings.

EDUCATIONAL AND CERTIFICATION QUALIFICATIONS

- Culinary arts degree from an accredited school or equivalent experience.
- Certified Executive Chef designation is desirable.
- Private club experience preferable.
- Must be certified in food safety.

SALARY & BENEFITS

Salary is open and commensurate with qualifications and experience. The club offers an excellent bonus and benefit package including ACF membership.

INSTRUCTIONS ON HOW TO APPLY

Please upload your resume and cover letter (in that order) using the link below. You should have your documents fully prepared to be attached when prompted for them during the online application process.

IMPORTANT: Save your resume and letter in the following manner:

“Last Name, First Name Resume” &

“Last Name, First Name Cover Letter”

(These documents should be in Word or PDF format)

Note: Once you complete the application process for this search, you are not able to go back in and add additional documents.

For directions on how to upload your resume and cover letter [visit this page](#).

[Click here](#) to upload your resume and cover letter.

If you have any questions please email Nan Fisher: nan@kkandw.com

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