

THE EXECUTIVE WORKING CHEF OPPORTUNITY AT FAIRFIELD COUNTY HUNT CLUB

The Executive Chef position at The Fairfield County Hunt Club offers the right candidate the opportunity to join a distinguished family club in Westport, Connecticut. The right candidate will be a visionary, hands-on leader and will perform an integral role in the Food and Beverage Program. They will have a proven record of accomplishment building cohesive and collaborative teams focused on excellence in the delivery of high-quality culinary experiences across all areas of dining at the Club. This outstanding opportunity is available for a true culinary leader who will be given the resources, staff, and support to elevate the Club's already burnished reputation.

ABOUT FAIRFIELD COUNTY HUNT CLUB

The Fairfield County Hunt Club is a unique, family-centered Country Club with a nationally recognized equestrian program. The Club, which sits on 40 open acres in Westport, CT, is centrally located and easily accessible from both Fairfield County and New York. Featuring year-round dining, social events, racquet sports, riding lessons, and horse shows, The Club also offers seasonal activities such as the Pool Complex that is the hub of summer activities, offering a state registered members-only children's day camp, complete swim program with lessons and swim team, a full-service snack bar and more.

FAIRFIELD COUNTY HUNT CLUB BY THE NUMBERS:

- 230 Members
- 52 Average age of Membership
- 65% a la carte/35 % banquet
- \$2,100 Annual F&B Minimum. Events count towards this.
- \$7.0M Gross Revenues
- \$1.2M F&B Volume 3 kitchens (main, pool snack bar, horse show snack bar)
- POS: Jonas

FAIRFIELD COUNTY HUNT CLUB EXECUTIVE CHEF POSITION OVERVIEW

This opportunity is for an Executive Working Chef at Fairfield County Hunt Club (FCHC.) The Executive Working Chef is responsible for all food production, including food sold in the restaurants, banquets, catering tents, snack bars and other outlets. They develop menus, food purchase specifications and recipes, and develop and monitor food and labor budgets for the department. The Executive Working Chef maintains the highest professional food quality and sanitation standards and models such standards for their team.

The Executive Working Chef is a motivated, positive presence, and a committed and dedicated person who displays a strong work ethic and impeccable integrity. The Executive Working Chef recognizes that during the height of the season, long workdays are needed to achieve a high level of member satisfaction, and they will encourage staff to take time to re-energize and find a balance between dedication to the Club and personal time.

The Executive Working Chef at FCHC is a team builder who mentors kitchen staff and develops a network of talented and creative individuals. The Executive Working Chef is responsible for ensuring that all food is consistently outstanding – from beloved favorites to creative daily and weekly specials

and culinary focused events throughout all dining venues and functions. The Executive Working Chef 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 their team approaches each activity with identical focus.

The Executive Working Chef at FCHC will be leading a team across multiple dining outlets and should have experience in similar Club Settings.

Leadership

- Be a positive and collaborative team player who is willing to be “hands on.”
- Involve associates in the decision-making process of how ‘work gets done’ and creates a work environment people want to come to and participate in every day.
- Have a passion and aptitude for teaching and training for all food service personnel, working, as necessary, with the staff directly responsible for operations.
- Be a focused and consistent evaluator of personnel, ensuring that standards of conduct and delivery are met; this includes oversight of high standards of appearance, hospitality, service, and cleanliness of the kitchen facilities.
- Establish and consistently enhance operating standards for personnel in areas of responsibility and consistently evaluate knowledge, understanding, and execution to these high standards.
- Conduct and/or oversee training programs for food service personnel on various issues including service techniques, knowledge of menu items and daily specials, sanitation, team building, and conflict resolution; regularly test and evaluate knowledge and understanding of these expectations.
- Work closely with the front of house food and beverage managers to ensure a cohesive experience that consistently exceeds the expectations of members and guests.
- Hold daily/weekly staff briefings with direct reports to keep them informed of necessary and relevant activities and expectations at the Club. Assist in planning and be responsible for ensuring special club events are well-conceived and executed.
- Attend food and beverage staff and management meetings.
- Cook or directly supervise the cooking of items that require skillful preparation.
- Engage with, observe, learn, and listen to the members and staff. Earn members' trust by instilling confidence through continued enhanced operations, interaction, and visibility.
- Maintain physical presence during times of high business volume.

Operations

- Develop and maintain standard recipes and techniques for food preparation and presentation that help to assure consistent, high quality and minimize food costs; exercise portion control for all items served and assist in establishing menu item prices.
- Work the Line for Lunch and Dinner.
- Liaison to the House Committee on restaurant food matters as required.
- Meet with party organizers and submit menu proposals.
- Cost all party menus and consult with the General manager on pricing for all menus.
- Cost sheets for all events.
- Evaluate food products to assure that quality standards are consistently attained.

- Ensure that high standards of sanitation, cleanliness and safety are always maintained throughout all kitchen areas. Establish controls to minimize food and supply waste and theft.
- Safeguard all food-preparation employees by implementing training to increase their knowledge about safety, sanitation, and accident-prevention principles.
- Establish and maintain a regular cleaning and maintenance schedule for all kitchen areas and equipment.
- Maintain safety training programs; manage OSHA-related aspects of kitchen safety and maintain MSDSs in easily accessible location.

Membership

- Have a heart of hospitality; embrace, appreciate, promote, and elevate the warmth and positive culture of the Club.
- Be highly visible and engaged with membership throughout the Food and Beverage outlets at the Club.
- Welcome, encourage and engage in regular feedback from members.
- Be responsive to members' requests for menu selections, event planning, etc., and strive to find creative ways to accommodate reasonable requests.
- Consistently elevate and innovate around comfort stations and signature offerings at the Club.
- Consistently innovate, elevate, and build on a core selection of Club favorites and signature dishes.
- Create a menu that provides members with an exciting selection of options to choose from with regular features and specials.

Financial

- Clearly understand the metrics for successful attainment of financial goals and objectives in Food and Beverage operations, and consistently review these expectations with their direct reports to ensure understanding and 'buy-in' from those contributing to their attainment.
- Plan menus with the Food and Beverage Managers and General Manager for all food outlets in the Club and for special occasions and events. Schedule and coordinate 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.
- Consistently monitor payroll and labor resource allocations to ensure they are in line with financial forecasting and goals.
- Ensure effective and efficient staffing and scheduling for all facilities and functions while balancing financial objectives with member satisfaction goals.
- Embrace the use of systems (including regular inventory processes) and technology to assist in the management of the kitchen and the financial performance of the operation.
- Prepare necessary data for applicable parts of the budget; project annual food, labor and other costs and monitor actual financial results; take corrective action as necessary to help assure that financial goals are met.
- Review and approve product purchase specifications.

INITIAL PRIORITIES

- Evaluate current operations and set appropriate and necessary standards of operation, processes, 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 and positively with the front-of-house team.
- Oversee the set-up and implementation of the new kitchen and related equipment. Develop updated workflow processes and procedures to maximize storage, prep, production, and member satisfaction.
- Be visible, meet, engage with, and learn the members' names, preferences, and dining requirements.
- Learn about, evaluate, and continue to develop, train, and mentor the culinary team while promoting fairness and consistency.
- Provide new, innovative, and exciting culinary experiences for members and guests in both *a la carte* dining and member events.
- Collaborate with the General Manager and the Dining Room manager, other departments, and teams on elevating the variety of Food and Beverage offerings across The Club.
- Meet budgeted food and labor cost goals by proactively monitoring and controlling food and labor costs in coordination with the controller.
- Check all incoming invoices and submit them on a weekly basis.
- Conduct monthly inventory of kitchen and snack bars and submit by the 3rd of the month.

CANDIDATE QUALIFICATIONS

The successful candidate possesses:

- A degree in Culinary Arts and/or other Hospitality Management areas.
- 3 years' experience as Head or Executive Working Chef.
- Exceptional leadership skills.
- Experience planning and monitoring all food-production-related costs.
- Successful experience developing food purchase specifications and standard recipes.
- A proven track-record maintaining food quality and sanitation standards.

In addition, the successful candidate is:

- A known and respected leader and team player, within the kitchen, with the FOH team and with all Club and team members.
- Is experienced with technology including POS systems such as Jonas, and Microsoft Excel, Word, Outlook
- Certified by Serv certificate as required by Westport Health District.

ABILITIES REQUIRED

While performing the duties of the position, the employee is regularly required to stand, walk and sit. The employee may lift and/or move fifty pounds.

EMPLOYMENT ELIGIBILITY VERIFICATION

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

SALARY AND BENEFITS

Salary is open and commensurate with qualifications and experience. Fairfield County Hunt Club offers a bonus and benefit package.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be considered an exhaustive list of all the responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

HOW TO APPLY

Please send your resume and a cover letter detailing your qualifications for the position and why you would like to be the Executive Working Chef for The Fairfield County Hunt Club to: Mario DiPreta, General Manager at: mdipreta@huntclubonline.org