

## **Wheatley Hills Golf Club East Williston, New York**

### **Executive Chef**

The Wheatley Hills Golf Club is a private membership, 109-year-old golf club with over 400 members. East Williston is located in Nassau County, 20 miles east of New York City, on Long Island.

Annual gross operating revenues exceed \$4.5 million with Food operations accounting for \$1.2 million of those sales (the club has a very active member and private function program featuring approximately twenty large private golf outings per year). Facilities include a first class 18-hole golf course (Devereaux Emmet design), practice range, practice area, a main clubhouse featuring first class amenities, locker facilities, ballroom seating for up to 200 people, plus two grill rooms, a card room and bar accommodating another 150 people. The golf course is open ten months a year, the clubhouse ten months with most revenues generated from member and member sponsored related functions.

### **Executive Chef (EC) Position Overview:**

The Executive Chef at the Wheatley Hills Golf Club is responsible for all food Back-of-the-House (BOH) operations while working closely with Front-of-the-house (FOH) staff to ensure quality and innovative services, products and offerings to members and guests.

The EC leads, manages, motivates and directs a staff of 10+, to achieve the objectives set by the CM and EC. The EC creates the standards for kitchen policies and procedures and 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 special culinary events throughout all food venues. The EC understands that consistency in producing and delivering popular club menu items is just as important to the member experience as producing memorable and sophisticated culinary specialty dinners and is responsible to ensure that each activity is approached with identical focus.

The EC is expected to be a positive and regular 'face' for culinary operations for the Club and needs to be comfortable conversing and interacting in both back and front of house settings as they interface with multiple and diverse constituencies (members, staff, etc.) throughout the day.

The EC at Wheatley Hills Golf Club is a team builder who mentors kitchen staff and develops a pipeline of talented and creative individuals and interns/externs by building a reputation as an excellent learning and training ground for up and upcoming culinary experts. Additionally, the EC will work any place on the line as needed and is expected to be the executive 'lead' in these areas on a day-to-day basis.

The EC leads the BOH initiative relative to training and retention of staff, as well as, insures compliance with sanitation and safety standards. The EC pays sharp attention to detail, enforces the highest standards of sanitations 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. The EC is adept at creating and managing a budget and executing/reporting to defined business standards.

The EC provides food purchase specifications to control food quality and costs. The EC oversees the purchases of food product and sources quality products and ingredients from multiple vendors, if necessary. The EC manages storage areas to minimize quantity and maximize quality.

The EC leads member service initiative in all F&B BOH areas and consistently strives and meets or exceeds higher scores in the member survey and in industry standards, than prior years.

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 on a regular basis and develops and documents recipes and controls to ensure consistency.

The EC works as a strategic and operational partner with the managers and staff of the Wheatley Hills Golf Club to develop information sharing, good communication, superior internal and external customer relationships and high-performance teamwork to achieve club objectives.

The EC is someone who looks at mistakes as ‘opportunities’ for improvement and instills this mindset into his/her team. He/she should epitomize the perspective of being ‘readily open and embracing of input, as well as, be approachable by both members and staff.

The EC coordinates and is very involved with F&B Managers and Club service personnel on a daily basis to ensure timely, knowledgeable and efficient service. The EC should be ‘obsessed’ with doing things well, consistently better, and has a strong “back door” focus to achieve financial goals and expectations.

Ultimately, the Executive Chef of the Wheatley Hills Golf Club is a critical and positive ‘face’ of culinary operations the club. The EC is an integral part of the overall success of the operation and is a strong ‘influencer’ on each constituency they interface with while performing their duties. 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.

### **Initial Priorities**

- Consistently exceed member expectations for quality, presentation, creativity and value.
- Develop team members’ skills and abilities and create a culture among the staff that encourages creativity and passion for the work that they perform
- The new Executive Chef will need to assemble a structure that is efficient and works financially and operationally for multiple food service outlets.

### **General Qualifications & Experience**

- He/She must be a strong and passionate leader. A BOH professional with a proven track record of providing Platinum-level services in a multiple outlet and varied membership constituency environment, with a personality that is commensurately appropriate to the Wheatley Hills Golf Club environment.

- He/She must have a minimum of five years prior experience as an Executive Sous Chef or Executive Chef in a busy, private club environment and at least eight years of diversified kitchen and hospitality industry experience to include banquet, fine dining, and casual theme restaurant operations. Strong preference will be given to those candidates who have successfully lead larger scale, dynamic culinary operations in a private club environment.
- He/She must have a track record for sourcing quality products and ingredients from multiple vendors.
- He/She must have exceptionally strong F&B credentials and, more importantly, 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 Food operation with revenues of \$1.2M.
- Must possess verifiably strong written and oral communications skills
- Must have computer skills including, but not limited to, Microsoft Outlook, Word & Excel.

### **Education & Certification**

- Culinary Arts degree from an accredited school or an equivalent experience.
- Certified in food safety.

The current Executive Chef is leaving in good standing and the position is available effective May 2nd 2022.

Interviews for the position will begin immediately

### **Other Benefits:**

Health, Dental and Life Insurance

Vacation Pay

Holiday Bonus

401(k) Plan

Salary / Compensation are commensurate with qualifications and experience.

### **To Apply:**

Interested candidates should submit a resume and thoughtful, detailed cover letter describing their alignment with the qualifications outlined in this profile and the reason for their interest in the Executive Chef position at the Wheatley Hills Golf Club.

Please e-mail cover letter with resume to:

Steve Campbell

Club Manager

Wheatley Hills Golf Club

147 East Williston Avenue

East Williston, NY 11596

[scampbell@wheatleyhills.com](mailto:scampbell@wheatleyhills.com)