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## **EXECUTIVE CHEF OPEN POSITION**

### Argyle Country Club

14600 Argyle Club Rd,  
Silver Spring, MD 20906

## **JOB DESCRIPTION**

### **Overview:**

The Executive Chef will be directly responsible for overseeing and supervising all aspects of the culinary operation and staff for the Club's dining, social, and banquet operations while maintaining the highest level of member & guest satisfaction.

### **Duties and Responsibilities:**

- Emphasize a "Member First" service culture that ensures member utilization and satisfaction, resulting in a positive club experience.
- Provide visionary culinary leadership, ensuring the creation of menus that reflect innovation, seasonal ingredients, and member preferences.
- Financial guidance and reporting for all culinary operations in accordance with acceptable accounting procedures, including supervision and employing best practices with proper ordering, receiving, inventory, storage, and distribution of food products.
- Monitor food costs, implement cost-effective measures, and develop strategies to achieve budgetary goals.
- Ensure that high standards of sanitation, cleanliness, and safety are maintained throughout all kitchen areas at all times. Support safe work habits and a safe working environment at all times.
- 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.
- Develop standard recipes and techniques for food preparation and presentation which help to assure consistently high quality and to minimize food costs; exercise portion control for all items served and assists in establishing menu selling prices.

- 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.
- Attend weekly food and beverage staff and management meetings.
- Consult with the Director of Club Operations/Food & Beverage Manager/Director of Catering/other related Department Heads about food production aspects of special events being planned.
- Directly supervise the cooking of items that require skillful preparation.
- Ensure proper staffing for maximum productivity and high-quality standards, control food and payroll costs for maximum profitability.
- Evaluate food products to ensure that quality standards are consistently attained.
- Ability to promptly produce a high volume of work that is accurate, complete, and of high quality.
- Interact with food and beverage management to ensure that food production consistently exceeds members' and guests' expectations.
- In conjunction with the F&B management team, assist in maintaining a high level of service principles in accordance with established standards.
- Evaluate products to ensure that quality, price, and related goods are consistently met.
- Develop policies and procedures to enhance and measure quality; continually update written policies and procedures to reflect state-of-the-art techniques, equipment, and terminology.
- Must have excellent people management skills and a firm yet fair management style that can develop, nurture, and retain seasonal talent.
- Provide training and professional development opportunities for all kitchen staff.
- Ensure that representatives from the kitchen attend service lineups and meetings.
- Periodically visit the dining area when it is open to welcome members.
- Assist in planning departmental annual operations and capital budgets, including policies and procedures, to ensure proper controls necessary to achieve the budget.
- Ability to come to work regularly and on time, to follow directions, to take criticism, to get along with co-workers and supervisors, to treat co-workers, supervisors, and members/guests with respect and courtesy, and to refrain from abusive, insubordinate, and/or violent behavior.
- Perform other duties as directed by the Director of Club Operations.

**Requirements and Competencies:**

- Proven experience as an Executive Chef in a high-end culinary environment.
- Culinary degree or equivalent certification is preferred.
- Exceptional creativity, leadership, and communication skills.
- In-depth knowledge of culinary techniques and trends.
- Strong organizational and problem-solving abilities.
- Commitment to maintaining the highest standards of food quality and safety.
- Ability to work efficiently in a high-paced, high-pressure kitchen environment.
- Efficiently and effectively produce work products with minimal waste and in a timely fashion.
- Ability to problem solve and make effective adjustments to recipes, work methods, and cooking techniques.
- Demonstrate effective communication skills to maintain a positive professional demeanor and remain calm and level-headed during the rush.
- Creativity to recommend new menu specials and banquet offerings.
- Sincere passion for cooking, people, and being of service to others.

**Qualifications:**

- Bachelor's degree from a four-year college or university; or a minimum of four years related experience and/or training; or equivalent combination of education and experience.
- Requires work experience that includes Club environment and/or food service at a hotel offering fine dining and large catered events and led banquet management functions.
- Effectively guides and directs others and has experience in training culinary staff.
- Working knowledge of inventory, purchasing, scheduling employees, food storage, and food safety.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals, effectively present information, and respond to questions from groups of managers, committees, suppliers, members, and employees.
- Professional Certifications a plus.

- Ability to multi-task in a fast-paced environment.
- Ability to reach, bend, stoop, and frequently lift 35+ pounds.
- Be able to work in a standing position for long periods of time.
- Must be able to pass background checks and drug testing.
- Working knowledge of various computer software programs (Microsoft Office, etc.).

**Compensation, Benefits, and Hours:**

- Competitive compensation commensurate with experience, education, skills, and training. Total compensation range of \$100,000 - \$120,000.
- Benefits: Medical, dental, vision, 401K retirement plan with generous match, paid vacation and personal/sick days, annual bonus, life insurance/accidental death benefit, ACF (or similar) education and membership, employee meals, cell phone allowance, and uniform allowance.
- Due to the nature of a Club hospitality environment, this full-time salaried position requires working 40-50 hours per week based on seasonality; 40 during slower months and 50 during peak season.

**Overview**

[Argyle Country Club](#) provides a lifestyle for those seeking community and enriching activities. Nestled amidst picturesque grounds and a stately Clubhouse manor, Argyle exudes elegance and charm. Our commitment to excellence is evident in every aspect of the club, from our meticulously maintained golf course to our state-of-the-art facilities. With an overall membership of approximately 500 families today, Argyle Country Club provides first-class leisure and enjoyment in a family environment.

Members are invited to indulge in diverse events and activities designed to cater to various interests and preferences. Whether you are passionate about golf, tennis, swimming, or simply socializing with other members, Argyle provides ample opportunities for enjoyment. Spend time in our fully stocked fitness center with treadmills, free weights, stationary bikes, and more. Play a tennis match on one of our 5 Har-Tru courts, or challenge your friends to an exciting game of pickleball on one of our 2 courts. Cool down in our 25-foot pool and swim facility, which includes a Tiki Bar and a snack stand. Enjoy a cool, frozen drink or a freshly made sandwich to go!

We have three distinct dining environments, each with its own unique features. Grab a light lunch and chilled cocktail on our patio overlooking the eighteenth green. Enjoy a casual family dinner in the 1945 Grill Room or entertain important work colleagues in our stately Argyle Room. We also run a busy calendar of social events throughout the year, such as holiday brunches, beer and wine dinners, and members-only golf tournaments.

From the beginner to the most skilled player, Argyle Country Club offers a comprehensive golf experience for our members. The club has a premiere practice facility inclusive of a driving range, short game area, wedge range, and two practice putting greens. Our Professional Staff is available for individual instruction for all levels of players. Argyle's Junior Program has developed some of the best amateur golfers in the area. Our male and female juniors have won state championships, competed in national championships, and played on some of the best high school and collegiate golf teams.

**Candidates:** Please send your resume to [brian@barmstrongconsulting.com](mailto:brian@barmstrongconsulting.com) or apply at [BArmstrongConsulting.com](http://BArmstrongConsulting.com)

**Brian Armstrong, Principal**

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Executive Search Consultant & Coach

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