



THE EXECUTIVE CHEF OPPORTUNITY AT BELMONT COUNTRY CLUB

Belmont Country Club, a prestigious and family-focused historically Jewish club located in Belmont, Massachusetts, is searching for a long-term, hands-on executive chef to lead and continue to grow its active culinary program. The next executive chef will join a high-performing, professional team and serve a club that is considered one of the finest in the Boston metropolitan area.

Successful candidates have experience in positively leading active *a la carte* dining programs, as well as banquet events simultaneously. If you have a track record of leading high quality, creative and consistent operations, as well as a passion for hospitality, and training and mentoring future culinarians, this Executive Chef opportunity at Belmont Country Club will be a great fit for you.

BELMONT COUNTRY CLUB CULINARY VISION

The Belmont Country Club Culinary Program has a simple approach to foods using refined local and premium ingredients. Our cuisine is influenced by global flavors and styles with an emphasis on freshness, creativity, and consistency. The BCC team is always striving to bring the dining experience to the next level while maintaining the standards and traditions of the Club. BCC's membership has considerable expectations and pallets. Our hospitality professionals strive to execute at an unsurpassed level while maintaining the comforts of home and flexibility at an individual diner's level.

FOOD & BEVERAGE OPERATIONS

Dining is integral to the fabric of Belmont Country Club. The Club offers several *a la carte* and private dining venues, both indoor and *al fresco*. The venues are open Tuesday through Sunday in season from 11:30 a.m. to 9:00 p.m.

The Grille Room, 19th hole and Donald Ross Terrace are casual, family-friendly venues that offer everything from hamburgers to prime steaks and seafood. This restaurant seats up to 135 people. Splash Bar is a poolside dining venue that serves up to 150 people daily. Members can enjoy a quick casual meal poolside with both family casual and spa food inspired menus. The Tenth Tee is the club's on-course dining venue. This separate facility provides golfers with the option of a la carte and quick service menu several times throughout their round. The Tenth Tee seats up to 16 people.

Belmont Country Club offers multiple private dining and reception areas including the Ballroom that seats up to 200 people, the Redwood Room which seats up to 40 people, the PDR which seats up to 30 people, and the Fireplace Room that seats up to 25 people.

Belmont Country Club currently hosts approximately 8-10 outside golf outings a year on Mondays. Belmont Country Club's busiest months are May, June, July and September. In season, the Club offers limited operations on Mondays.

ORGANIZATIONAL STRUCTURE

Executive Chef reports directly to the GM and interfaces with the Food and Beverage Committee. The kitchen staff totals 20-team members including a Chef de Cuisine, a Banquet Chef, a Pastry Chef and a Purchaser.

EXECUTIVE CHEF JOB DESCRIPTION



The Executive Chef (EC) at Belmont Country Club is responsible for all food production including *a la carte*, banquets, and other outlets. He or she develops menus, food purchase specifications and recipes; trains, mentors, and supervises production staff; monitors and manages food and labor costs for the department; and maintains the highest professional food quality and sanitation standards.

The EC leads, manages, motivates and directs kitchen staff to achieve the objectives set by the GM/COO, and EC. 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 leads by example and is very hands-on in all aspects of the operation.

The EC is responsible for ensuring that all food is consistently outstanding – from traditional Belmont Country Club favorites to innovative offerings and special events throughout all dining venues. The EC understands that quality and consistency in producing and delivering the BCC Pearl Hot Dog is just as important to the member experience as producing a five-course wine dinner. The EC is responsible to ensure that the culinary team takes pride in the meals that they produce and approaches each item on the plate with equal focus.

The EC creates and updates menus often, incorporates daily features, and develops and documents recipes and controls to ensure consistency. Creativity and innovation, not just variety, is essential in planning menus and events for the members of Belmont Country Club. Creativity in presentation is also important – plate presentation as well as how food is presented on buffets.

The EC stays current on all culinary trends and is well-versed in accommodating a wide variety of food allergies and intolerances. The EC incorporates gluten-free and nut-free items on the menu and trains all staff in the proper handling of gluten-free dishes and requests.

The EC is the face of culinary operations and needs to be comfortable conversing and interacting in both the kitchen and dining rooms as he or she interfaces with multiple and diverse constituencies (members, staff, vendors, etc.) throughout the day. The EC is visible and approachable.

The EC is responsive to club member and team member requests and strives to find creative ways to accommodate reasonable requests. He or she believes in the service philosophy: “the answer is ‘yes,’ what is the question?”

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 is a team builder who mentors kitchen staff and develops a pipeline of talented and creative individuals by building on its reputation as an excellent learning and training ground for up and coming culinarians. The EC treats all staff with respect and, in return, requires that of the team. The EC works to ensure that a positive working atmosphere is maintained throughout all F&B operations.

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

The EC works as a strategic and operational partner with the managers, staff, F&B committee of Belmont Country Club to develop information sharing, good communication, superior internal and external customer relationships and high-performance teamwork in order to achieve club objectives.

The EC is responsible for providing quality and healthy employee “family” meals for up to 100 team



members.

Ultimately, the Executive Chef of Belmont Country 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.

INITIAL PRIORITIES OF THE EXECUTIVE CHEF

- 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 FOH team.
- Focus on delivering consistency and the highest quality in a la carte and banquet operations.
- Earn the staff's trust, as well as evaluate and continue to develop, train and mentor the culinary team while promoting fairness and consistency within.
- Find and maintain a menu balance focused on meeting and exceeding member dining expectations, from classic country club fare to new, innovative dining options. The executive chef will need to offer menu options that appeal to tenured members as well as newer, more active, younger members and provide creative plated, buffet and action station presentations as well as provide value to the membership.
- Engage with, observe, learn, and listen to the members and staff. Learn members' names and culinary and dining preferences. Listen to the members to meet their requirements and learn what matters most to them. Earn member trust by instilling confidence through continued enhanced operations and visibility. Being visible and approachable is an important aspect to this position.
- Write fall and winter menus with the culinary team for casual dining, refined dining, wine dinners, chef's tables, and member events. The menus at Belmont Country Club change at least four times a year with the seasons. Ideally, the menus should be updated every two to three months.
- Meet budgeted food and labor cost goals by proactively monitoring and controlling food and labor costs.

CANDIDATE QUALIFICATIONS

The successful candidate:

- Is an effective and passionate, hands-on leader and culinary professional with a proven track record of providing high-level services with a personality that is commensurately appropriate to Belmont Country Club.
- Has successfully led dynamic culinary operations. Additionally, those with a proclivity for healthy, seasonally driven menus will be favored.
- Has exceptionally strong culinary credentials, and most importantly, the ability to consistently define and achieve goals and objectives. This includes proven and verifiable leadership qualities with a demonstrated ability to direct, coordinate and control all facets of an active food and beverage operation. The EC has verifiable strengths in inspirational leadership, financial performance, and people skills.
- Is a confident, proactive team builder who has a history of attracting, developing, and retaining high performing staff.



- Takes tremendous pride in making members happy, exceeding their expectations, and fosters that accountability among the team – both BOH and FOH.
- Possesses strong written and oral communications skills.
- Is organized as well as flexible. He or she proactively leads a la carte and banquet operations simultaneously and is also able to execute pop-up member events successfully. The number of covers fluctuates depending on the night and event so the executive chef must be flexible, organized, and an exceptional planner.
- Is knowledgeable about wine and wine and food pairings. He or she should also be comfortable with beer and spirits pairings.
- Has solid computer skills including, but not limited to Microsoft Outlook, Word, and Excel. This position also requires technical skills to effectively manage multiple restaurants in multiple locations. Experience with Jonas POS software is a plus.
- Has a successful track record of proactively managing food and labor costs, inventory, waste, etc.
- Has a positive disposition and a sense of humor.

EDUCATIONAL AND CERTIFICATION QUALIFICATIONS

The successful candidate:

- Has a Culinary Arts degree from an accredited school or apprenticeship program or equivalent experience.
- Has a minimum of five years' prior management experience as an executive chef and at least eight years of diversified kitchen and hospitality industry experience including banquet and a la carte operations. Executive sous chefs with successful track record at larger F&B programs and that are ready for their first executive chef opportunity may be considered.
- Must be certified in food safety.

SALARY & BENEFITS

Salary is open and commensurate with qualifications and experience. The club offers an excellent benefits package including; 401k, health and dental insurance, and professional development.

INSTRUCTIONS ON HOW TO APPLY

Please email your resume and cover letter to Kate DiBurgo, kdiburgo@belmontcc.org.

Your letter should clearly articulate why you want to be considered for this position at this stage of your career and why Belmont Country Club will likely be a “fit” for you, your family, and the Club if selected. (These documents should be in Word or PDF format)