

## Warwick Country Club

Beautiful & prestigious century old, member-owned, private country club in picturesque Rhode Island has an immediate opening for a proven and professional working Executive Chef.

### **Job Purpose:**

The hands-on Executive Chef's overall responsibility is for the entire culinary operation's continued success of the a La Carte and Banquet departments by directing and overseeing a buildable team of 10+ back of house employees with a professional, well-versed, creative, and passionate mindset that will provide a fresh, seasonal, local, and well executed menu. Other duties include working closely with the management team coordinating club, member special events, and private catering. This position directly reports to the General Manager.

### **Duties and Responsibilities:**

Professional and courteous service includes:

- Recruits, develops, manages, and trains all kitchen staff.
- Administers schedules, employee performance evaluations, and regular hands-on training.
- Ensures weekly payroll management and submitting.
- Conducts regular department staff meetings and training.
- Prepares, manages, coordinates, and monitors the food, non-food culinary supplies, and kitchen labor operating budget.
- Produces month-end food & non-food culinary supplies inventory.
- Maintains the highest professional food quality and sanitation standard.
- Develops and plans menus considering members, guests, marketing conditions, seasonality, costs, and other applicable factors and oversees its execution.
- Creates standardized recipes for food quality control and minimizing waste.
- Lead in all food production.
- Sources and purchases of all necessary culinary supplies.
- Works closely with the Director of Food & Beverage, Banquet Manger, and sales team for event planning, cohesive communication and teamwork, and member/guest satisfaction.
- Executes special projects as assigned by the Board of Governors & the General Manager.
- Provides employee meals, as required.
- Attends all food and beverage leadership meetings as directed.
- Willing, cooperative, and professional collaboration with all colleagues and department heads.
- Complies with, reviews, and updates departmental policies and procedures and submits them for approval to the General Manager

### **Qualifications & Experience:**

- Previous hospitality experience with proven a La Carte and Banquet experience of at least 5 years including leadership and management. Country club experience a plus.
- Must demonstrate an advanced understanding of culinary arts, food cost controls, restaurant management, and willingness to continue further education.
- Ability to work independently and able to handle multiple priorities/projects at the same time. Must be punctual, reliable, and conscientious. Basic computer skills, MS Office suite including Word, Excel, and Outlook.
- Applicant with a culinary degree is a bonus.
- Must have Food Safety Manager certification.

**Physical Demands:**

An employee must meet the physical demands described here to perform the essential functions of this job successfully. Reasonable accommodations may enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear. Specific vision abilities required by the job include close and distance vision, depth perception, and the ability to adjust focus.

- Standing and walking up to 90% of shift.
- Working on the computer up to 25% of the time
- Lifting, carrying, and/or moving up to 50 pounds
- Pushing, pulling, bending, stooping, and upward reaching

**Salary & Benefits:**

Salary is commensurate with qualifications and experience. Salary range between \$100,000 - \$110,000 per year with additional year end opportunities bonus. The club offers an excellent bonus and benefits package, including educational/professional allowance, medical/dental insurance, golf & tennis privileges, and paid vacation/holidays.

**Country Club Dining Amenities:**

3 A La Carte dining areas with bar dining  
2 function rooms with seating up to 300 people  
Large scale lawn events for member use  
Resort style pool dining  
7 days per week Golf Halfway House

**Other Club Amenities:**

18 Hole Golf Course  
6 Tennis Courts  
2 Paddle Courts  
Junior Olympic Pool

**Schedule:**

Full-time, year round  
5-day work week in slower paced off season.  
Potential 6-day work week in busy season May-October  
Kitchen closure for seasonality in January  
Holidays excluding Thanksgiving, Christmas Eve, and Christmas

**Instructions on how to apply:**

Candidates must submit cover letters and resumes to [countryclubsearchRI@gmail.com](mailto:countryclubsearchRI@gmail.com)  
In your cover letter, please include as to why you believe you are the right candidate for this position. Also, if you were to be selected for hire when you would be able to start.