

EXECUTIVE CHEF PROFILE: BOCA WOODS COUNTRY CLUB BOCA RATON, FL

THE EXECUTIVE CHEF OPPORTUNITY at BOCA WOODS COUNTRY CLUB

The Executive Chef position at Boca Woods Country Club (Boca Woods) is an excellent opportunity for a talented and creative culinarian to work at an upscale and active country club in Boca Raton, Florida that is especially food focused. The club is looking for a positive leader, mentor, and team player who has strong culinary, organizational, administrative, and financial skills.

[Click here to view a brief video about this opportunity.](#)

BOCA WOODS COUNTRY CLUB & COMMUNITY

Boca Woods Country Club is an established residential country club community located within minutes of the Atlantic Ocean, world famous shopping, outstanding restaurants, and two cultural arts centers. Boca Raton is the southernmost city in Palm Beach County, located just 43 miles north of downtown Miami.

The club offers a range of fine dining and casual dining options and venues. Boca Woods Country Club is a premier, full-service, member-owned country club that was founded in 1981. Boca Woods is recognized for its two championship golf courses and all the amenities that private country club living has to offer, including 7 Har-Tru tennis courts, Pickleball, Bocce Ball and a Fitness Center. The elegant and contemporary clubhouse is where members and their guests gather after golf or tennis.

The purpose of Boca Woods Country Club is to *“operate, maintain and conduct a member-only country club with facilities for golf, tennis, swimming and other sports and to promote recreation, good fellowship and social functions for its members.”*

TEAM CORE VALUES

- CARING: Demonstrate concern about the well-being, general welfare and dignity of members, families and co-workers.
- TRUST: Public and staff confidence and acceptance that the Club will always do the right thing and do it well.
- RESPONSIVENESS: Anticipating, reacting, and responding to needs of members, families and co-workers in an enthusiastic, courteous and timely fashion.
- RESPECT: Dealing with members, families and co-workers in the same manner as you would like to be treated.
- INITIATIVE: Demonstrate a very high work ethic, going beyond responsibilities and assigned duties.
- CLEANLINESS: Maintain very high standards in cleanliness and appearance of yourself, as well as member and staff areas.
- HUMOR: Appropriately share the gift of friendliness and humor with all.

BOCA WOODS COUNTRY CLUB BY THE NUMBERS:

- 1981 the club was founded
- 538 golf members; 619 all memberships
- \$65,000 initiation fee
- \$17,061 annual dues
- \$2.3M F & B volume
- 90% a la carte and member events and 10% private banquet business
- 119,845 covers per year
- 175 employees (FTE) in-season
- 52,000 square-foot clubhouse
- 2 kitchens (main clubhouse and Cabana Grille)
- 40 kitchen employees
- 74 is the average member age

FOOD & BEVERAGE OPERATIONS

Boca Woods is a club where members are most often greeted by name and can enjoy an exceptional level of service in a relaxed dining atmosphere. Members enjoy upscale yet casual dining.

The main dining room in the clubhouse seats up to 450 and is open for lunch daily in season and five days a week off season. It is also open for dinner five days a week in season and three days a week during the off-season. The kitchen was last renovated in 2019.

The Cabana Grille, with an expanded patio overlooking the heated swimming pool, seats 80 and serves breakfast daily. The Cabana Grille offers lunch two days a week off-season. The Grille kitchen was renovated in 2015.

Lunch is also offered daily at the Bar and Sunset Terrace and dinner is offered five days a week in season and three days a week off season. The Sunset Terrace seats 105.

At Boca Woods, season officially opens November 1. The holiday weeks in December and the months of February, March and April are the busiest. While season officially closes March 31, the cover count does not decline until mid-May.

BOCA WOODS COUNTRY CLUB WEBSITE: www.bocawoodsc.com

EXECUTIVE CHEF JOB DESCRIPTION

The Executive Chef (EC) is responsible for all food and beverage (F&B) back-of-house (BOH) operations including planning, instructing, coordinating, costing, and evaluating menus and quality for all F&B services. The EC works closely and fosters a strong working relationship with the front-of-the-house (FOH) service staff to ensure the delivery of quality and innovative services, products, and offerings to members and guests.

The EC leads, manages, motivates and directs kitchen staff to achieve the objectives set by the GM. The EC creates the standards for kitchen policies and procedures, communicates these policies and ensures that the policies are adhered to by all kitchen staff.

The EC is responsible for ensuring that all food is consistently outstanding – from the “Classic Burger” to special five-course dinners throughout all dining and banquet venues. The EC understands that quality and consistency in producing and delivering popular club menu items is just as important to the member experience as producing complex wine dinners, and memorable special events; and is responsible to ensure that his or her team approaches each activity with equal focus.

The EC develops, costs, and executes all menus. He or she creates and updates menus often, incorporates daily specials, and develops and documents recipes and controls to ensure consistency. Creativity, not just variety, is essential in planning menus and events for the members of Boca Woods Country Club.

The EC is the face of culinary operations and needs to be comfortable conversing and interacting in both back and front of house settings as he/she interfaces with multiple and diverse constituencies (members, staff, vendors, etc.) throughout the day. The EC is visible, approachable and welcomes and incorporates feedback from members and staff.

The EC is a team builder who mentors kitchen staff and develops a pipeline of talented and creative individuals and interns by providing an excellent learning and training ground for up and coming culinarians. The Club fully supports ongoing education and participation in ACF competitions for its EC and staff.

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 continually develops his or her culinary expertise and stays current on food and dining trends and techniques and incorporates them as appropriate. The EC also engages the culinary team to provide ideas and input. Quality, consistency, flavor and presentation are the cornerstones of the Boca Woods culinary program.

The EC develops and manages a budget and provides food purchase specifications to control food quality and costs. The EC maintains and controls inventories and manages purchasing, waste, etc., to maximize utilization of all product.

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, and House Committee of Boca Woods 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 someone who looks at mistakes as opportunities for improvement and instills this mindset and outcome into his/her team, while at the same time epitomizing the perspective of being readily open and embracing of input—The EC is approachable by both members and staff.

The EC is responsible for providing quality and healthy “family” employee meals for up to 175 employees.

Ultimately, the executive chef of Boca Woods 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 and is a strong influencer on each constituency he or she interfaces with while performing his or her 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 OF THE EXECUTIVE CHEF

- Evaluate and set appropriate and necessary standards of operation, execution and delivery within the culinary operation; taking ownership for the entire experience from production to final delivery of end product, while working closely with the FOH management team.
- Maintain classic core menu items while introducing innovative, relevant, and consistently interesting *a la carte* menu items and specials. “Wow” the members.
- Ensure that the *a la carte* operations, the backbone of the Club for its members, are consistently executed, and given similar focus and priority as are banquets and special events.
- Develop positive relationships and open, two-way communication with F&B managers and servers including pre-shift training.
- Evaluate and continue to develop the culinary team. Incorporate training that ensures that fresh and hot food is served consistently and presented creatively. Engages team to understand the importance of flexibility and responsiveness to member special requests.
- Manage to budget goals by evaluating processes such as ordering, product sourcing, receiving, inventory controls, portion size and waste.

- Learn members' names and culinary and dining preferences (including allergies, etc.). Learn FOH and other team members' names and roles.

ORGANIZATIONAL STRUCTURE

Boca Woods Country Club operates under the General Manager organizational structure. The executive chef reports directly to the General Manager and works closely with the Clubhouse Manager and members of the House Committee.

The kitchen staff totals approximately 40 team members including an executive sous chef, two sous chefs, garde manger chef, pastry chef and purchasing manager.

CANDIDATE QUALIFICATIONS

The successful candidate:

- Is a strong and passionate leader and culinary professional with a proven track record of providing high-level services with a personality that is commensurately appropriate to Boca Woods.
- Is a confident, proactive team builder and developer of talent who has a history of attracting, growing and retaining high performing staff.
- Has at least two years of successful prior management experience as an executive chef and at least five years of diversified kitchen and hospitality industry experience.
- Is extremely organized in order to proactively manage both *a la carte* and banquet operations simultaneously. He or she must have successful experience leading both banquet and *a la carte* kitchen operations.
- Has exceptionally strong F&B credentials, and most 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 culinary operation.
- Is knowledgeable about wine and has extensive experience pairing wines with menu items as well as creating food and wine pairings for wine dinners and wine maker events.
- Has a positive, can do attitude; a sense of humor; and has the *"the answer is 'yes' what is the question?"* attitude.
- Has a thorough understanding of food and menu planning, costing and execution.
- Has a successful track record of controlling food and labor costs, standardizing recipes, planning budgets and the skills necessary to perform all kitchen tasks and training others to properly execute those tasks.
- Has an understanding and successful track record of purchasing, receiving, storage, sanitation, and safety techniques and training.
- Has strong management skills with verifiable strengths in inspirational leadership, financial performance, and people skills.
- Possesses verifiably strong written and oral communications skills.
- Has computer skills including but not limited to Microsoft Outlook, Word, and Excel. Experience with POS software is important.

TRAITS, SKILLS AND COMPETENCIES

- The EC must understand and practice the member service philosophy at the Club and be fully engaged in and fulfilled by providing members with consistent, high quality food and innovative plate presentations.
- The EC is an innovative leader in all aspects of the position. He or she is creative with menu design — both menu selections and daily specials as well as the physical "look" of the menu; tries new and different ways of displaying items on buffet tables and stations; and is innovative when planning events in less than ideal conditions (such as outdoors) to ensure that the preparation and delivery are of the highest quality and seamless to members and guests.
- The EC is a visionary and trend setter yet understands and is respectful of long-standing Club culinary traditions and is able to balance both in creating menus, specials, and banquet offerings. In addition to be a visionary, pays close attention to details.

- The EC handles and prioritizes multiple functions and responsibilities simultaneously and manages multiple site locations efficiently and effectively.
- The EC is meticulous about food handling, cleaning, and organizing the kitchen and insists that all BOH staff do the same.
- The EC continually looks for opportunities to improve BOH service and must be willing to listen to staff and members for input. The EC understands that the kitchen team is there to fulfill members' needs.
- The EC is a well-respected, pro-active member of the management team and is able to generate thoughts and ideas that result in increased sales and improved member satisfaction.
- The EC is very organized and possesses exemplary technical skills to successfully manage multiple kitchen operations, culinary skills, and people efficiently and effectively.

EXPERIENCE, EDUCATION AND CERTIFICATION QUALIFICATIONS

- Has at least two years of private club experience as an Executive Chef or as an Executive Sous Chef at a larger operation.
- Is active in the ACF or other professional culinary associations.
- Has successful experience leading *a la carte* and banquet operations.
- Has private Jewish club experience (preferred)
- Has a culinary arts degree from an accredited school (preferred).
- Is a Certified Executive Chef (ACF) or ProChef (CIA) certification (preferred).
- Has certification in food safety (mandatory).

SALARY & BENEFITS

Salary is open and commensurate with qualifications and experience. The club offers an excellent benefit package including ACF membership.

INSTRUCTIONS ON HOW TO APPLY

Please upload your resume and cover letter (in that order) using the link below. You should have your documents fully prepared to be attached when prompted for them during the online application process.

Instructions for Cover Letter: Clearly articulate why you want to be considered for this position at this stage of your career and why Boca Woods Country Club and Palm Beach County will likely be a "fit" for you, your family and the Club if selected.

IMPORTANT: Save your resume and letter in the following manner:

"Last Name, First Name Resume"

"Last Name, First Name Cover Letter"

(These documents should be in Word or PDF format)

Note: Once you complete the application process for this search, you are not able to go back in and add additional documents.

For directions on how to upload your resume and cover letter, [visit this page](#).

If you have any questions, please email Nan Fisher: nan@kkandw.com

[Click here](#) to upload your resume and cover letter.

LEAD SEARCH EXECUTIVE

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