

## **EXECUTIVE CHEF PROFILE: DES MOINES GOLF AND COUNTRY CLUB WEST DES MOINES, IA**

(To apply click the link at the end of this file.)

### **THE EXECUTIVE CHEF OPPORTUNITY AT DES MOINES GOLF AND COUNTRY CLUB**

Des Moines Golf and Country Club, a historic and family-focused club located in West Des Moines, Iowa, is searching for a hands-on executive chef to lead and grow its active culinary program. The next executive chef will join a high-performing, professional team at a club that is considered one of the finest in the Midwest. The club is undergoing major clubhouse renovations including a state-of-the-art kitchen in 2021. This is an exciting opportunity for the executive chef to have a major impact on rebranding the club's member dining experience!

Successful candidates have experience 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, look no further than this executive chef opportunity at Des Moines Golf and Country Club.

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

### **THE GREATER DES MOINES COMMUNITY**

With a population of over 600,000, the Des Moines metropolitan area is a great place to live and work. It is known as one of the few places where you can find a great job and enjoy a great quality of life. The area prides itself on having impressive schools, friendly communities, short commutes, affordable living, and world-class amenities. *U.S. News & World Reports* ranked Des Moines as the #4 "Best Place to Live," and *Forbes* ranked it as the #5 "Best Place for Business and Careers." You can live in the greater Des Moines area and have it all.

Cultural events and festivals in the downtown area along with one-of-a-kind shops, 800 miles of bike trails and parks, and historical gems like museums and mansions, botanical gardens, science museums, and other educational attractions are scattered all over this friendly city. Des Moines is America's #1 minor league sports market as well.

### **DES MOINES GOLF AND COUNTRY CLUB**

Founded in 1897, Des Moines Golf & Country Club (DMGCC) has a rich tradition, an active calendar and membership, and a bright future. The club features two 18-hole, Pete Dye-designed golf courses and over 1,500 members, including a wait list for golf membership. The Club is well known for hosting the 1999 U.S. Senior Open and the 2017 Solheim Cup.

Other amenities include an Olympic-sized swimming pool and aquatic center and an active tennis center including eight Plexipave tennis courts, two clay tennis courts and five pickleball courts

The Club is operating from a strong financial position and developed their current strategic plan in 2016. Beginning in the winter of 2021, work will commence on the construction of a new golf pro shop, expansion of both indoor and outdoor casual dining, as well as renovation and expansion of the casual dining kitchen.

### **DMGCC MISSION STATEMENT**

We are a progressive golf and country club committed to continuous improvement. We will provide exceptional quality service and facilities to our members, families, and guests.

## DMGCC CORE VALUES

Respect, integrity, communication, honesty, quality, and teamwork are the employees' shared values.

## DMGCC BY THE NUMBERS

- 1,504 members in all categories
- \$3.6M F&B revenue
- 65% a la carte/35% banquet
- 200 employees (FTE) in-season
- 20 kitchen employees (including an AM sous chef, PM sous chef, banquet chef, and pastry chef)
- 48,000 rounds of golf annually on its 36 holes
- 53 - average age of members

## FOOD & BEVERAGE OPERATIONS:

Dining is integral to the fabric of Des Moines Golf and Country Club. The 60,000-square foot clubhouse offers several *a la carte* and private dining venues, both indoor and *al fresco*. The venues are open Tuesday through Sunday in season.

Families enjoy dining in the casual Iowa Grille offering lunch and dinner. The menu includes small plates, sandwiches, fresh fish, steaks, pasta, and entrée salads. There is a patio available for *al fresco* dining when weather permits. The Casual Bar is adjacent to the Iowa Grille and members can order dinner and opt to sit in the bar.

The formal Candlelight Room offers prime dry-aged beef, domestic lamb, and fresh flown-in fish on the menu. This venue offers stunning sunset views and is adjacent to the Continental Lounge and patio.

The Cabana is a casual, seasonal dining outlet located at the aquatic complex.

Additional outlets include the Men's Grill where members order from the Iowa Grille menu, and the two half-way houses on the golf courses which offer hot dogs and sandwiches.

DMGCC also has several private dining venues including the Ballroom (seats 250), the Regency Room (seats 40) and the Gage Room (seats 40).

The club typically hosts seven weddings a year. Its largest member event takes place on the Fourth of July – when it typically hosts between 600 – 1,000 members and guests. The club hosts 5-6 outside golf outings a year on Mondays.

DMGCC's busiest months are April through October and December. The club is closed on Mondays and closed for Christmas Day and New Year's Day.

The club has three kitchens. Two kitchens are located in the clubhouse: The main kitchen services the Candlelight Room and banquets, and The Iowa Grille is serviced by a separate kitchen. The third kitchen is located at The Cabana by the pool.

Major restaurant and kitchen renovations are scheduled to begin May 2021 with a February 2022 completion date. During renovations, dining will be available on the upper level of the clubhouse and via a new food truck.

**DES MOINES GOLF AND COUNTRY CLUB WEB SITE:** [www.dmgcc.org](http://www.dmgcc.org)

## EXECUTIVE CHEF JOB DESCRIPTION

The executive chef (EC) is responsible for all food and pastry production sold in restaurants, banquet functions, and snack bar. The EC develops menus and creates and manages food purchase specifications and recipes and supervises production and pastry staff. The EC develops and monitors food and labor budgets for the department and maintains the highest professional food quality and sanitation standards.

The EC understands that all food is to be consistently outstanding and ensures that consistency and quality food is just as important in the snack bar as it is in high end wine dinners and events.

The executive chef:

- Hires, trains, supervises, schedules, and evaluates the work of management staff in the food and pastry production departments.
- Plans menus with the food and beverage director and the banquet and events coordinator for all food outlets in the club and for special occasions and events.
- Schedules and coordinates the work of chefs, cooks, and other kitchen employees to ensure that food preparation is economical and technically correct and stays within budgeted food and labor cost goals.
- Approves the requisition of products and other necessary food supplies.
- Ensures that high standards of sanitation, cleanliness and safety are maintained throughout all kitchen areas at all times.
- Establishes controls to minimize food and supply waste and theft.
- Safeguards all food-preparation employees by implementing training to increase their knowledge about safety, sanitation, and accident-prevention principles.
- Develops standard recipes and techniques for food preparation and presentation that help to ensure consistently high quality and to minimize food costs. The EC exercises portion control for all items served and assists in establishing menu selling prices.
- Prepares necessary data for applicable parts of the budget; projects annual food, labor and other costs and monitors actual financial results. The EC takes corrective action as necessary to help ensure that financial goals are met.
- Attends food and beverage staff and senior management meetings.
- Cooks or directly supervises the cooking of items that require skillful preparation.
- Evaluates food products to assure that quality standards are consistently attained.
- Interacts with applicable food and beverage managers to assure that food production consistently exceeds the expectations of members and guests.
- Plans and manages the employee “family” meal program.
- Develops policies and procedures to enhance and measure quality. The EC continually updates written policies and procedures to reflect state-of-the-art techniques, equipment, and terminology.
- Recruits and makes hiring decisions. The EC also evaluates job performance of kitchen staff and coaches, rewards, and disciplines staff in a fair and legal manner.
- Recommends compensation rates and increases for kitchen staff.
- Establishes and maintains a regular cleaning and maintenance schedule for all kitchen areas and equipment.
- Provides training and professional development opportunities for all kitchen staff.
- Ensures that representatives from the kitchen attend service line-ups and meetings.
- Motivates and develops staff, including cross-training and promoting personnel.
- Visits dining area to welcome members.
- Reviews and approves product purchase specifications.
- Establishes creative buffet presentations.
- Maintains an active physical presence during times of high business volume. The EC at DMGCC is very hands-on.
- Undertakes special projects as assigned by the GM/Coo.

#### **INITIAL PRIORITIES OF THE EXECUTIVE CHEF**

- 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.
- 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 plate, buffet and action station presentations as well as provide value to the membership.
- Work on planning and execution of kitchen renovations, staffing, and menus to prepare for the reopening following renovations.
- Meet budgeted food and labor cost goals by proactively monitoring and controlling food and labor costs.

## **CANDIDATE 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.
- 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 Des Moines Golf & 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.
- 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. He or she treats all staff with respect and, in return, requires that of the team. He or she also works to ensure that a positive working atmosphere is maintained throughout all F&B operations.
- Takes tremendous pride in making members happy and 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 EZ Links 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.
- Embodies the club's core values of respect, integrity, communication, honesty, quality, and teamwork.

## **SALARY & BENEFITS**

Salary is open and commensurate with qualifications and experience. This position offers an excellent benefits package including professional development.

## **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.

Your letter should clearly articulate why you want to be considered for this position at this stage of your career and why Des Moines Golf & Country Club and the greater Des Moines area 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 Letter DMGCC”

(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.

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

If you have any questions, please email Nan Fisher: [nan@kkandw.com](mailto:nan@kkandw.com)

### **LEAD SEARCH EXECUTIVE:**

Lisa Carroll, SHRM-SCP

KOPPLIN KUEBLER & WALLACE

[lisa@kkandw.com](mailto:lisa@kkandw.com)

561.596.1123