

## EXECUTIVE CHEF PROFILE: DEVON YACHT CLUB AMAGANSETT, NY

(Click the link at the bottom of this file to apply.)

### THE EXECUTIVE CHEF OPPORTUNITY AT DEVON YACHT CLUB

Devon Yacht Club is searching for a hands-on leader who is passionate about the culinary arts and developing an exceptional team; and is focused on exceeding member and team expectations. This is an exciting opportunity to serve in a year-round, executive chef role at an exclusive, family-centric, multi-generational and seasonal private club in a charming community with great schools and an amazing quality of life.

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

### DEVON YACHT CLUB AND COMMUNITY

Located in the popular resort hamlet of Amagansett in East Hampton, Long Island, Devon Yacht Club is a charming and historic club overlooking scenic Gardiner's Bay and adjacent to Napeague State Park. The club is situated in an exquisite yet understated location and is a haven for members who live in a very fast-paced world. As one member stated: *"part of Devon's magic is that we all come to truly relax, step back and enjoy the bay, the view, a great meal and one another – without the distractions of the outside world."* With 600 feet of beachfront and active sailing, tennis and food and beverage programs, the club offers premier service in an upscale yet casual atmosphere while focusing on family and friendships.

Devon Yacht Club was founded in 1916 by four men from Cincinnati – Richmond Levering, William Rowe, Joseph Rawson, and William Procter – who sent an invitation to 46 people promising: *"a competent swimming instructor, a new dock, a number of one-design boats rendezvousing at the club anchorage, still-water bathing, yacht races, restaurant facilities, [and] a clubhouse that would be an attractive objective for an afternoon drive."* Today this family-centric club is all that and more; including a marina and tennis facilities.

### AMAGANSETT/EAST HAMPTON COMMUNITY

The charming and historic hamlet of Amagansett was named *"place of good water"* by the Montaukett due to a water source near Indian Wells Beach. It was originally settled by the English and Dutch and some buildings originating from the 19<sup>th</sup> and even 18<sup>th</sup> centuries still stand. Amagansett includes Amagansett Village, Beach Hampton, and, of course, the Devon Colony on Gardiner's Bay which was the first wave of "summer people." The area includes excellent schools and natural areas including the Napeague Walking Dunes and the Atlantic Double Dunes. The area is surrounded by farmland offering amazing produce and the sea providing a bounty of fresh seafood.

### DEVON YACHT CLUB BY THE NUMBERS:

- 1916 founded
- 350 member families
- \$1.1M annual F&B revenue
- 77 total number of employees in full season
- 12-14 kitchen employees in season
- 1 kitchen

## FOOD & BEVERAGE OPERATIONS

Devon Yacht Club members enjoy the atmosphere of the main dining room; describing it as “*traditional and elegant yet friendly and not stuffy.*” The main dining room offers lunch from 12:00 p.m. to 3:00 p.m. (occasional Sunday brunches are from 11:00 a.m. to 2:00 p.m.) and dinner from 7:00 p.m. to 9:00 p.m. (two evenings a week dinner is served beginning at 6:30 p.m.). Jackets are required after 6:30 p.m. The main dining room seats 285, the White Room seats 61 and the snack bar seats 50. The total dining capacity is 396 seats.

Lunch at Devon’s casual snack bar is a member favorite offering starters, fresh salads and sandwiches (including lobster rolls, wagyu burgers and fish tacos). The snack bar is attached to the clubhouse, shares the same kitchen as the main dining room and is only open for lunch.

Devon Yacht Club opens for service on Memorial Day weekend and is open for weekends only until the third week of June (when it is open six days a week). After Labor Day, the club is open only on weekends until the last weekend in September. The last member event is the last weekend in September. After that, the club hosts community events and weddings during the first weekend in October and then closes for the season. At the height of season (in July, August, and September), the club is closed on Mondays although food is still served to staff members and children participating in summer camp.

The club hosts several member events throughout the season; the largest is the “Moon over Devon” party which takes place during the last Saturday in July and serves approximately 400 people. The club typically hosts one or two weddings or rehearsal dinners a year at the beginning of June and/or the end of September.

While the club is open seasonally – from Memorial Day to October – this position is year-round. In the off-season, the executive chef plans menus and events, recruits staff and maintains and upgrades equipment. There is also time during the offseason for the executive chef to stage, take continuing education classes, and vacation.

## ORGANIZATIONAL STRUCTURE

Devon Yacht Club operates under the General Manager organizational structure. The executive chef reports directly to the General Manager and interfaces with the Executive, House, and Junior Yacht Committees.

The kitchen staff totals 12-14 team members in season including a sous chef and pastry chef.

**DEVON YACHT CLUB WEB SITE:** [www.devonyc.com](http://www.devonyc.com)

## EXECUTIVE CHEF JOB DESCRIPTION

The Executive Chef (EC) at Devon Yacht Club will be responsible for managing all aspects of the kitchen as well as overseeing the day to day dining operations. The individual must have a successful track record of recruiting, training and evaluating staff talent as well as continuing to engage staff. Developing and motivating are necessary skills. Fostering our culture of camaraderie is extremely important to the management team and staff, board of directors, and members.

The EC is a hands-on chef that leads by example. He or she is responsible for all food and beverage back-of-the-house (BOH) operations while working closely with front-of-the-house (FOH) staff to ensure the delivery of **quality** and **consistency** in innovative services, products and offerings to members and their guests.

The EC is responsible for ensuring that all food is consistently outstanding – from standard club fare to innovative offerings and special culinary events throughout all dining venues. The EC understands that quality and consistency in producing and delivering the Devon Burger is just as important to the member experience as producing a five-course wine dinner and other memorable special events; and is responsible to ensure that his or her team approaches each activity with the same important focus.

Consistency is imperative at Devon Yacht Club and the EC should have standards and processes in place that ensure consistency in every meal that is served. – in both *a la carte* and banquet operations. Processes, planning, efficiencies and training should also ensure that ticket times are kept to a minimum. The EC 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 Devon Yacht Club. Creativity in presentation is also important at Devon Yacht Club – plate presentation as well as how food is presented on buffets. The EC creates and updates menus often, incorporating daily specials.

The EC is responsive to club 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 should also be flexible and adaptable to making changes as needed; even if it is last minute.

Working for a highly seasonal club, the EC must be a great team builder who mentors staff and develops a pipeline of talented and creative individuals by building a reputation as 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 in the off season. The EC also treats all employees with respect and, in return, requires that of his or her team. NYC is interested in delivering a positive experience for their staff so they are eager to return each season.

The EC leads the BOH initiative relative to accident prevention, 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 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 and staff of Devon Yacht 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 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. He or she also keeps a close watch on minimizing waste. The EC pays close attention and takes corrective action as needed to assure that financial goals are met.

The EC is responsible for providing quality and healthy employee meals and a variety of options for approximately 77 employees in season for lunch and 62 for dinner. The EC also oversees meal planning and preparation for the junior camp program.

Ultimately, the Executive Chef of Devon Yacht 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

- Hire, evaluate and continue to develop, train and mentor seasonal culinary staff and implement processes to ensure quality, consistency and efficiency in all facets of kitchen operations.
- Develop menus and plan event execution for the 2020 season.
- Deliver consistency and high quality in *a la carte*, buffet and banquet operations.
- Listen to staff and members and learn members’ names and culinary and dining requirements (allergies, etc.) and preferences.
- Provide creative plate, buffet and action station presentations as well as value to the membership.

- Develop and maintain a balance among member dining needs from classic country club fare to new, innovative dining options with a focus on simple, farm-to-fork offerings that highlight the local farms and seafood that are in abundance. The executive chef offers menu options that appeal to tenured members as well as younger members.
- 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 the end product, while working closely and positively with the FOH team.
- Meet budgeted food and labor cost goals by actively monitoring and controlling costs.

## **CANDIDATE QUALIFICATIONS**

The successful candidate:

- Is a strong 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 Devon Yacht Club. Previous private club experience is highly desirable.
- Has successfully led dynamic culinary operations – both *a la carte* and banquet.
- Has the ability to consistently define and achieve goals and objectives. This includes proven and verifiable leadership qualities with the demonstrated ability to direct, coordinate and control all facets of an active food and beverage operation.
- Takes tremendous pride in making members happy and exceeding their expectations.
- Has strong management skills with verifiable strengths in inspirational leadership, financial performance, and people skills.
- Is a confident, proactive team builder with a history of attracting, developing and engaging high performing staff.
- Must possess strong written and oral communications skills.
- Is organized as well as flexible. He or she can proactively lead *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 a good planner.
- Must have computer skills including but not limited to Google, Word, and Excel. This position also requires technical skills to effectively manage multiple restaurants in multiple locations. Experience with club systems group POS software is a plus.
- Is devoted to work as necessary to execute the job and its responsibilities effectively. This requires significant commitment to longer hours during season, including weekends and holidays.

## **EDUCATIONAL & CERTIFICATION QUALIFICATIONS**

- Has a Culinary Arts degree from an accredited school or apprenticeship program or equivalent experience.
- Has a minimum of four years' prior management experience as an executive chef and at least eight years of diversified kitchen and hospitality industry experience including *a la carte*, buffet and banquet operations. An executive sous chef at a larger club who is ready for their first executive chef opportunity will also be considered.
- Certification by the American Culinary Federation is preferred.
- Must be certified in food safety.

## **SALARY & BENEFITS**

Salary is open and commensurate with qualifications and experience. The club offers an excellent compensation package including housing.

## **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 be addressed to Devon Yacht Club Search Committee, and clearly articulate why you want to be considered for this position at this stage of your career and why Devon Yacht Club and the East Hampton 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 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.

To apply for this position and upload your resume and cover letter Ctrl + [click here](#).

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

### **LEAD SEARCH EXECUTIVE**

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