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EXECUTIVE CHEF PROFILE: GLEN RIDGE COUNTRY CLUB GLEN RIDGE, NJ

THE EXECUTIVE CHEF OPPORTUNITY AT GLEN RIDGE COUNTRY CLUB

The Executive Chef (EC) opportunity at Glen Ridge is an exceptional one for a member-centric, visible, and authentic culinary leader who wants to be part of club that truly knows who it is and what it means in the lives of its membership. Glen Ridge Country Club is a true neighborhood, family-centric club that does a great job of living its mission, vision and core values:

Mission Statement

To be the Premier Family Focused Country Club in Northern New Jersey

Vision Statement

Glen Ridge Country Club will provide best-in-class experiences in a caring and inclusive atmosphere with fiscal responsibility

Core Values

Caring | Diverse | Family Focused | Fiscal Responsibility | Fun | Inclusive | Outstanding Service | Unpretentious | Value Oriented

The Club has a strong culinary attraction with its members despite local dining competition. In 2017 the main Clubhouse opened after complete reconstruction of the Banquet and 1894 venues, including two state-of-the-art kitchens fitted with Rational and Jade equipment. Additionally, seasonal operations at the Tiki Bar located within the Aquatic area and the Halfway House located on the golf course demand a high degree of attention to maintain and exceed the Members' expectation.

Glen Ridge Country Club has a long history and promising future as our accolades include being named "*Club of the Year 2017*" by the NJSGA, "*Runner up to Culinary Team of the Year 2021*" by *Club+Resort Chef Magazine* and selected as host site for the 97th NJSGA Women's Amateur Championship in August 2022. The new Executive Chef will be responsible for maintaining and enhancing the culinary outlets at the Club as well as achieving new standards in service and experience.

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

ABOUT GLEN RIDGE COUNTRY CLUB AND COMMUNITY

Established in 1894, Glen Ridge Country Club is recognized as one of New Jersey's premier private clubs. Still thriving after 125 years, the club has paired the elegance of a classic private club with a family-friendly environment that provides members a place to enjoy first-rate service, resort-style amenities, and world class cuisine while creating memories and traditions with their families and friends. The Club boasts several new and renovated dining locations with the lower level 1894 Room serving as the Club's main dining area.

Known as a worthy contender in the local Montclair food scene, the 1894 Room provides expanded outdoor covered seating on the patio, as well as a modern casual bar and a fire pit overlooking the golf course and the Manhattan skyline. Over the past several years, the F & B volume, mostly in ala carte dining, has increased nearly 160% to approximately \$2.2M.

GLEN RIDGE COUNTRY CLUB BY THE NUMBERS

- There are approximately 605 members in all categories and is essentially full
- 18 holes of a Willie Park, Jr. designed course supports nearly 17,948 rounds of golf YTD
- Overall gross volume is approximately \$10M
- Annual dues volume is approximately \$4.2M
- F&B volume is approximately \$3.1M, with approximately 72% from ala carte dining in 2021
- Two (2) primary venues: 1894 Restaurant and the Ballroom.
- 22 Outings annually.
- 5-7 Weddings annually.
- \$2.1 Million in Food Sales annually.
- \$1.2 Million in Beverage sales annually.
- 30 culinary employees in peak season.
- Aquatic Complex with a Tiki Bar, Snack Bar, 180,000-gallon main pool and two small children's pools.
- 18 Hole Championship Golf Course with indoor and outdoor practice facilities.
- The average age of members is 54 years with strong trending to younger, "children-at-home" families
- There are 9 Board Members, each serving up to two three-year terms
- The club uses the Jonas POS and accounting systems

GLEN RIDGE COUNTRY CLUB WEB SITE: www.glenridgecc.com

EXECUTIVE CHEF - POSITION OVERVIEW

The Club is looking for a leader in culinary practice that will not only meet but exceed the high-level dining experience for which the Club is known. The ideal candidate possesses strong operational presence and leadership, being a comfortable culinary figure administratively with back of house and front of house, consistently deliver quality and new gastronomic experiences.

The Executive Chef will report directly to the General Manager and Chief Operating Officer. The Club has numerous tenured employees and has a culture of open communication, employee investment and employee recognition. The successful candidate will have experience with all areas of culinary operation, be a hands-on team player with the goal of educating and improving the overall experience and create a system of business intelligence within the culinary department.

Financial

- Clearly understand the metrics for successful attainment of financial goals and objectives in F&B operations, and consistently review these expectations with his or her direct reports to ensure understanding and 'buy-in' from those contributing to their attainment.
- Develop and maintain a culinary budget including forecasting, adaptation to changing supply chain functions, adherence to projections and meeting the marginal goal set by historic trends.
- Consistently monitor payroll and labor resource allocations to ensure they are in line with financial forecasting and goals. Produce variance reports for monthly financial statements.
- Ensure effective and efficient staffing and scheduling for all facilities and functions while balancing financial objectives with member satisfaction goals.
- Embrace the use of systems (including regular inventory processes) and technology to assist in the management of the kitchen and the financial performance of the operation.
- Prepare necessary data for applicable parts of the budget; project annual food, labor and other costs and monitor actual financial results; take corrective action as necessary to help assure that financial goals are met.
- Review and approve product purchase specifications and maintain excellent vendor relationships.

Leadership

- Take full ownership of the culinary team; build trust by engaging, observing, learning, and listening to their wisdom, experience, and needs.

- Earn member trust by instilling confidence through continued enhanced operations, interaction, and visibility.
- Create a fun collaborative work environment while being “hands on” when necessary but understanding when to step back and lead the team.
- Involve associates in the decision-making process of how “work gets done” and create a work environment of mutual respect in which people want to come to and participate every day.
- Schedule, train and organize team members in accordance with the Clubs governance.
- Be a hands-on creative partner in collaborating with the existing culinary team to develop best practice, new cuisine items, and positive momentum.
- Work closely with the front of house food and beverage managers to assure a cohesive experience that consistently exceeds the expectations of members and guests.
- Hold daily/weekly staff briefings and line-ups with direct reports to keep them informed of necessary and relevant activities and expectations at the Club. Assist in planning and be responsible for ensuring special Club events are well-conceived and executed.

Membership

- Have a heart of hospitality, embrace, appreciate, promote, and elevate the warmth and culture of Glen Ridge Country Club.
- Be visible and engaged with membership throughout the F&B outlets and during events at the Club.
- Welcome, encourage, and engage in regular feedback from members.
- Be responsive to members’ requests for menu selections, event planning, etc., and strive to find creative ways to accommodate reasonable requests.
- Drive consistent innovation, elevate, and build exciting food programs for members to enjoy.
- Create menus that the membership has a hard time choosing from with regular innovative features, variety, and specials.

Operations

- Plan, organize, and run a busy a la carte operation with multiple events happening at the same time across multiple locations as well as oversee banquets.
- Responsible full circle for the monthly menu cycle including menu development, supply chain functions, implementation, and execution.
- Increase culinary intelligence practices to improve quality, efficiency, and identify market trends to capitalize on new opportunities.
- Develop and maintain standard recipes and techniques for food preparation and presentation that help to assure consistent, high quality and minimize food costs; exercise portion control for all items served and assist in establishing menu selling prices.
- Evaluate food products to assure that the highest quality standards are consistently attained.
- Ensure that the highest standards of sanitation, cleanliness and safety are always maintained throughout all kitchen areas. Establish and maintain controls to minimize food and supply waste and theft.
- Safeguard all food-preparation employees by implementing training to increase their knowledge about safety, sanitation, and accident-prevention principles.
- Maintain safety training programs; manage OSHA-related aspects of kitchen safety and maintain MSDS’s in easily accessible location.

INITIAL PRIORITIES OF THE SUCCESSFUL CANDIDATE

- Build relationships with the team. Listen, observe, and seek to understand. This includes building a strong foundation of relationships with the executive team, front of house leaders and all members of their team.
- Treat others with respect, listen, show humility, and promote a positive, fair, and professional work environment that works towards excellence daily.
- Support the current team that will be in the middle of the busiest time of year.
- Be visible, engage with membership and become familiar with dining requirements and preferences.

CANDIDATE QUALIFICATIONS

- Minimum of 5 years' experience as an Executive Chef.
- Degree in Culinary Arts, Hospitality, or similar experience qualifications.
- Track record of increasing culinary management responsibilities.
- Knowledge of digital ordering and inventory dashboards including US Foods and Sysco, among others.
- Member-facing, visible, strong leadership skills.

CLUB COVID REQUIREMENTS

This club does not require staff to be fully vaccinated as a provision of employment, but if not, twice per week testing is required.

SALARY AND BENEFITS

Salary is open and commensurate with qualifications and experience. The Club offers an excellent bonus and benefit package, including ACF Membership and other professional development.

INSTRUCTIONS ON HOW TO APPLY

You must apply for this role as soon as possible but no later than June 3, 2022. Candidate selections will occur in June with first Interviews expected in mid to late June 2022 and second interviews a short time later. The new candidate should assume the role in early/late July 2022.

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. Please be sure your image is not present on your resume or cover letter; that should be used on your LinkedIn Profile.

Prepare a thoughtful cover letter addressed to Mr. Chris Selser, General Manager, and the Search Committee at Glen Ridge Country Club and clearly articulate why you want to be considered for this position at this stage of your career and why Glen Ridge Country Club and the Glen Ridge, NJ area will be beneficial to both you 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 – GRCC"

(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 Holly Weiss: holly@kkandw.com

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