

## **EXECUTIVE CHEF PROFILE: HILLSBORO CLUB HILLSBORO, FL**

### **THE EXECUTIVE CHEF OPPORTUNITY AT HILLSBORO CLUB**

The Executive Chef role at Hillsboro Club (HC) is a unique opportunity to join a club with a history of stability and continuity in this top role, and an exceptional family focus and culture, located in what is arguably one of the most desirable locations in Florida. The Club's membership ranks, and finances are healthy and stronger than they have been in years, though there is still work to do. The Club enjoys an exceptional and unique culture that is supported by a mostly long tenured and well-regarded team of senior staff professionals who are excited about the future.

The successful candidate will be integral in raising the bar with new and creative culinary offerings, while preserving the club's core classics and raising presentation and quality of food. The new Executive Chef will have a proven track record of leading and developing teams, having fun and being a hands-on engaged caring leader who is prepared to work alongside the team daily as well as overseeing the long term and strategic vision for ongoing innovation around the Club's dining programs.

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

### **ABOUT HILLSBORO CLUB**

The property now occupied by the Hillsboro Club was initially acquired and developed as the winter campus of Lake Placid School, a private school for boys that was in the Adirondacks. The headmaster of the school, Herbert L. Malcolm, a 1907 Phi Beta Kappa graduate of Yale, had purchased 15 acres of choice land, located on a peninsula just north of the Hillsboro Inlet as an ideal spot for the school's winter term. In 1923, he moved the school's student body from Coconut Grove to this new winter site. Part of Malcolm's reason for choosing this school campus was that it was fronted by 1000 feet of a wide ocean beach. Malcolm was aware that beaches tend to build up north of inlets. Because of his insight, the beach has over the years escaped serious erosion, remaining for the most part in its same excellent condition for more than 90 years.

Founded in 1925, The Hillsboro Club is a private residence club for members and their guests in South Florida. Encompassed by the Atlantic Ocean and the inland waterway of Lighthouse Point, the Club is set on 15 acres of beautiful tropical landscaping with more than 1,000 feet of private sandy beach. The Club offers 144 Florida-style rooms and suites with balconies and varying views from oceanfront to garden and inland waterway.

Amenities and activities at the Club include:

- A beautiful freshwater pool
- 10 Har-Tru tennis courts with the expectation of pickle ball to be added soon
- Children's activities cottage and playground
- Regulation size croquet lawn
- Fully equipped fitness center
- Private dock
- Beach cabanas, paddle and boogie boards, sailboats
- 9-hole pitch and putt golf course

### **HILLSBORO CLUB BY THE NUMBERS**

- There are approximately 632 Equity Members and 15 Beach & Tennis Members at present, along with an active summer membership program. A majority of Equity members reside in the Upper Midwest, D.C., Texas and the Northeast.

- Gross revenues of approximately \$13.5M
- Food and Beverage volume of approximately \$4.2M
- Room revenues of approximately \$6.7M
- The Club is organized as a private member-owned club, not for profit corporation 501c7
- The Club uses NORTHSTAR for POS and accounting systems
- The average member age is 48 and has gotten younger the past few years
- There are approximately 110 employees year-round (provide staff meals daily)
- There are 12 Board members serving 3-year terms, and the Board President serves a one-year term.
- There are significant staff housing dorms providing accommodations to upwards of 85 seasonal team members (pre-COVID).
- 144 Member Villas
- Full American Plan (Breakfast, Lunch & Dinner)
- 2 Kitchens (Main Kitchen and Pool)
- Food and Beverage Venues (Sea Room, Dining Room, Van Dusen Deck)
- Tiki Bar Pool Deck or Malcom Tiki Bar
- 20 Culinary employees
- 90,000 Covers per year (24K breakfast, 30K lunch, 36K dinner)
- 37% current YTD food cost (target 37%)
- 75% ala carte and 25% catering business

**HILLSBORO CLUB WEBSITE:** [www.hillsboroclub.org](http://www.hillsboroclub.org)

#### **HILLSBORO CLUB FOOD & BEVERAGE OPERATIONS**

The Hillsboro Club is a full American plan, (breakfast, lunch and dinner are included in the room rate). The occupancy of the villas determines most of the guest covers each day in the winter season.

The club's food and beverage are served in three different dining venues depending on the meal period. Breakfast and coffee are served the Sea Room or steps from the beach on the Van Dusen Deck. A daily lunch buffet is offered while dinner is served in the Main Dining Room.

The clubhouse kitchen services the Main Dining Room, Sea Room, Van Dusen Deck, and Tiki Bar. The club can accommodate up to 250 people in their two dining rooms (Sea Room and Main Dining Room). Sitting poolside, the Montgomery Lounge can accommodate an additional 100 people. The club hosts 12-16 weddings annually, which significantly contribute to the total food and beverage revenues sales. Weddings are scheduled solely in the May-October Summer Season.

The Executive Chef will be requested to interact with various members in both a la carte, and catering venues. The Executive Chef will be asked to place his/her innovation and distinctive culinary skills on all daily menus, creating flavorful, as well as healthy dishes for every meal. With the club captive audience creativity in menus and special themed offerings will be imperative.

#### **ORGANIZATIONAL STRUCTURE**

The Executive Chef reports directly to the General Manager/COO and is responsible for supervision of the entire culinary team including, Sous Chef, Line Cooks, Pantry and Stewarding team.

#### **EXECUTIVE CHEF POSITION OVERVIEW**

The Executive Chef at the Hillsboro Club is responsible for all food production, including that sold in restaurants, bars, and for Member events. He or she develops menus, food purchase specifications and recipes, and develops and monitors food and labor budgets for the department. The executive chef maintains the highest professional food quality and sanitation standards regardless of the location of restaurant or catering services. The Executive chef should have experience at a similar size club, hotel, resort, or restaurant and be driven by building deep and long-lasting relationships with the club tenured staff. The Executive Chef will interact with the House Committee.

## EXECUTIVE CHEF JOB DESCRIPTION

The Executive Chef (EC) at the Hillsboro Club is accountable for directing and maintaining the administration, organization, and development of the Culinary Department for the club. He or she is responsible for the creative development and implementation of all facets of the culinary department.

The EC will be an excellent and proactive communicator to all interested parties within the club. They should be used to planning, providing detailed instructions for the team and exciting menu descriptions for Members. The EC is responsible for inspiring culinary pride in the meals that the team produce and approaches each item on the plate with equal motivation and focus regardless of menu type or restaurant concept

The EC and his or her team create and update menus daily and weekly, incorporating daily and weekly features, and develop and document recipes and controls to ensure consistency. Creativity, not just variety, is essential in planning menus and events for the Members of The Hillsboro Club.

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 kitchen must always be extremely organized and clean: from walk-ins to *mise en place*.

The EC is the face of culinary operations and needs to be comfortable conversing and interacting in both the kitchen and dining rooms as he or she interfaces with multiple and diverse constituencies (members, staff, vendors, etc.) throughout the day. A hands-on team builder who mentors kitchen staff and develops a pipeline of talented and creative individuals and interns by building a reputation as an excellent learning and training ground for up-and-coming culinarians.

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.

Ultimately, the executive chef of Hillsboro 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

- Build strong relationships with the team from day one. Work alongside, assist, and understand the operations as well as evaluate and continue to develop, train and mentor the culinary team while promoting fairness and consistency.
- Plan, organize and execute a successful Club house opening launch.
- Be present, available and build a strong foundation of communication within the culinary, front of house and club team members.
- Learn Members' names and culinary and dining preferences. Understand the Members to meet their requirements and understand what matters most to them. Earn member trust by instilling confidence through continued enhanced operations and visibility.
- Focus on delivering consistency in *a la carte* dining.
- Build relationships with local vendors, fishers, etc., to continue the club's strong focus on locally sourced, quality ingredients.
- Evaluate and set appropriate and necessary standards and systems of operation, execution, and delivery within the culinary operation, taking ownership for the entire experience from production to final delivery of product, while working closely and positively with the FOH leadership team.

## CANDIDATE QUALIFICATIONS

The successful candidate:

- Has a proven track record of high-level country club relationship dining expertise. Private club experience required with 8+ years culinary experience and 5+ in a supervisory role.

- Experience in a new opening or renovations of restaurants, bars and lounges is required.
- Preferred - Has earned certification through the American Culinary Federation (ACF) or an associate degree in Culinary Arts with relevant experience.
- Is an effective and passionate leader and culinary professional with a proven track record of providing high-level services with a personality that is commensurately appropriate to the Hillsboro Club. Previous private club and/or luxury hotel, high end restaurant experience is desirable.
- Is a confident, proactive team builder who has a history of attracting, developing, and retaining high performing staff.
- Has strong leadership skills with verifiable strengths in inspirational, hands-on leadership, financial performance, and people skills. He or she has a passion for excellence that is contagious to all that serve with him or her and is a lifelong learner with a calling to serve others.

#### **EMPLOYMENT ELIGIBILITY VERIFICATION**

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

#### **SALARY AND BENEFITS**

Salary is open and commensurate with qualifications and experience. The Club offers an excellent bonus and benefit 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.

**Prepare a thoughtful cover letter addressed to Mr. Carl Horace, General Manager/COO** and clearly articulate why you want to be considered for this position at this stage of your career and why Hillsboro Club and the Hillsboro area will likely be a “fit” to you, your family and the Club if selected.

***You must apply for this role as soon as possible but no later than February 1<sup>st</sup>, 2023. Candidate selections will occur in mid-February with first Interviews expected in late-February 2023 and second interviews a short time later. The new candidate should assume his/her role in mid-late March.***

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

“Last Name, First Name - Resume” and

“Last Name, First Name - Cover Letter – Hillsboro Club

(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](mailto:holly@kkandw.com)

#### **LEAD SEARCH EXECUTIVE**

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