



Executive Chef Candidate Search

Northwood Country Club
4300 Country Club Drive
Meridian, MS 39305

About Northwood Country Club

Chartered in 1929, Northwood Country Club is one of Mississippi's oldest and prestigious private clubs. Located inside the city limits of Meridian, Mississippi, Northwood Country Club is nestled among rolling hills, mature pines, hardwoods and lovely southern landscaping. In addition to its beautiful and convenient location, it provides members with all the amenities of a private club: main dining room, grill dining room, lounge with outdoor dining, 18-hole championship golf course, full service golf shop, driving range, 7 lighted tennis courts, four lighted pickleball courts, tennis clubhouse, Olympic size swimming pool with poolside grill, fitness room and men's and ladies' locker rooms. Members enjoy monthly social activities, special dining events, golf tournaments, golf clinics, tennis tournaments, tennis clinics, swimming pool games, and other activities for adults and children.

- 1929 Founded
- 553 Total Members
- \$900K Food revenue
- \$325K Beverage Revenue
- 79 % à la carte, 21% banquets
- 1 Kitchen
- 43% food cost
- 15 Culinary employees
- 51K plus covers per year
- 2-5 average weddings per year

Golf Facilities

- 18 hole golf course, par 71

Tennis Facilities

- 5 outdoor lighted Har-Tru courts
- 4 outdoor lighted Pickleball courts
- 2 outdoor lighted Clay courts

Swimming Facilities

- 3 outdoor pools

Other Athletic Facilities

- Fitness Center with Golf Simulator

Dining Facilities

- 1 Ballroom that seats 100
- 1 Member's Grill that seats 40
- 1 Formal Dining Room that seats 150
- 1 Meeting Room that seats 40
- 1 Lounge/Bar that seats 30
- Pool that seats 100
- 1 Locker Room that seats 50
- Outdoor Dining that seats 80

Special Club Features

Club is open 6 days per week, 12 months per year.

Job Details

Date Posted

4/9/2022

Job Title

Executive Chef

Brief Job Description

The Executive Chef at Northwood Country Club is tasked with and responsible for directing and maintaining the overall success of the Culinary Department. These tasks and responsibilities include but are not limited too; creative development and implementation of all menus (both a la cart, member functions and private events), food production, and presentation. He or she is also accountable for the financial performance of their department while maintaining the highest professional food quality and sanitation standards. The Executive Chef is also accountable for the overall morale of kitchen staff.

Ultimately, the executive chef of Northwood Country Club is part of the overall success of the club. The responsibility to lead the dining facet of the organization from a passionate, creative, supportive, progressive, and team-focused perspective is of critical importance for long-term success. The Executive Chef is a team player that is interested and engaged in making Northwood Country Club a great place to be and work.

Core Responsibilities

The Executive Chef must be well versed in tasks associated with the overall satisfaction of members expectations. These responsibilities may vary depending on nature and direction from the Board of Directors/General Manager. Specific responsibilities are as follows, but certainly not limited to:

- Ensuring that all food is consistently outstanding. The Executive Chef knows that quality and consistency are essential to successful culinary operations and understands that consistently producing minor items is just as important as producing an elegant, a la carte dinner.
- Creation of rotating menus at a minimum of a quarterly basis, while incorporating daily and weekly features, and develop and document recipes.
- Implementation of need specific controls to ensure consistency and quality. Creativity, not just variety, is essential in planning menus and events for the membership.
- Provide excellent and necessary resources at the culinary team's disposal, thinking "outside-of-the-box" for Member dining experiences and events is welcomed and encouraged!
- Leads BOH initiatives relative to accident prevention, training and retention of staff, and sanitation and safety standards.
- The Executive Chef has an unmatched 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*.
- Must maintain current on culinary trends and is well-versed in accommodating a variety of food allergies and intolerances. The Executive Chef incorporates gluten-free and healthy items on the menu and trains all staff in the proper handling of gluten-free dishes and requests.
- The Executive Chef needs to be comfortable conversing and interacting in both the kitchen as well as dining rooms with both members and team members.
- He or she welcomes others' opinions yet holds his or her ground to maintain the highest level of quality and standards. The Executive Chef welcomes feedback, constructive criticism and suggestions from members and staff.
- The Executive Chef is a hands-on leader who mentors and develops a pipeline of talented and creative individuals through building and shows a genuine interest in the future and personal growth of the staff.
- The Executive Chef works as a cohesive team player with the managers and staff of Northwood Country Club to develop information sharing, good communication, superior internal and external customer relationships and high-performance teamwork to achieve club objectives.

Qualifications

The qualifications of the Executive Chef are based on previous experience. These qualifications may vary due to previous appointments, facilities and locations. Qualifications are as follows, but certainly not limited to:

- Is a dynamic, creative, empathetic and caring individual who communicates well with staff and Members.
- Has exceptional cooking skills, with the ability to train, mentor and manage the culinary team.
- Has experience planning and monitoring all food-production-related costs. A proven track record of controlling food, supply, and labor costs. The Executive Chef is adept at creating and managing a budget and provides food purchase specifications to control food quality and costs.
- Successful experience developing food purchase specifications and standard recipes.
- Has a proven track record of maintaining food quality and sanitation standards.
- Is experienced with technology including POS systems such as Microsoft Excel, Word, Outlook, Cloud Based Office Systems & Documents, Digital Ordering, etc.
- 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.

Educational Requirements

- Has 5+ years of luxury culinary experience as an Executive Chef or an Executive Sous Chef; club experience a plus but not required.
- Preferably, has a culinary or related degree.
- Food Safety Certified.

Salary

- \$70,000 up to \$85,000 annually and will commensurate with qualifications and experience

Job Benefits

- Insurance to include a 75% portion paid by Northwood and coverage available for entire family. Coverage is currently provided by Blue Cross/Blue Shield of Mississippi.
- Retirement Option with 2% match
- Dental/Vision insurance is optional
- \$50,000 Life/AD&D policy provided
- Paid time off to include: 2 weeks initially, 3 weeks after 1 year
- Dues and continuing education allowance of \$2,000 per year
- Family membership with meal allowance of \$350 per month

Job Availability Date

Immediately

Please submit all resumes to:

Northwood Country Club has engaged An Howard Hill to as a consultant to lead the search for the Executive Chef position. Please submit your resume and any supporting documents to:

Mrs. An Howard Hill

anhowardhill@gmail.com