

# KOPPLIN KUEBLER & WALLACE

THE MOST TRUSTED NAME IN EXECUTIVE SEARCH AND CONSULTING

## **EXECUTIVE CHEF PROFILE: ROGUE VALLEY COUNTRY CLUB MEDFORD, OR**

### **EXECUTIVE CHEF OPPORTUNITY AT ROGUE VALLEY COUNTRY CLUB**

Rogue Valley Country Club, located between the Cascade Range and the Siskiyou Mountains, is looking for an executive chef with a successful track record of delivering quality, consistency and innovation to lead their culinary operations. Rogue Valley Country Club has a proud tradition of golf (with 27 holes and breathtaking views) and a newly renovated clubhouse and tennis complex. This is an amazing opportunity for candidates with the right credentials to serve 1,000 member-families in a location that offers an adventurous quality of life – including hunting, fishing, hiking, mountain biking, kayaking, mountain climbing and skiing.

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

### **ROGUE VALLEY COUNTRY CLUB & MEDFORD COMMUNITY**

Rogue Valley Country Club (RVCC) is proud to be part of the tradition and history of Medford, Oregon. Situated on over 216 acres in beautiful Rogue Valley, RVCC is a tribute to the game and to the way golf should be played. With its mountain views on almost every tree-lined hole and smaller putting greens that are framed by bunkers and mounds, RVCC is a test to even the best golfer. From the breathtaking views on each of the 27 holes to the popular bar and grill area, everything about the club is built around the tradition of friendship.

The golf course was designed by H. Chandler Egan, amateur champion, golf course architect, and consultant for such notable courses as Pebble Beach and Augusta National. Shortly after Egan's move to Medford in 1910, he decided that Medford needed a golf course. Egan considered the land that became the course ideal because of the interesting terrain, attractive shade trees and plenty of water nearby. Egan donated his services to the new club and was called the "driving spirit" behind the project. 100 years after the Club first opened, members of RVCC still play the original course layout and have also added an additional nine holes.

Rogue Valley Country Club features a craftsman-style clubhouse with three *a la carte* dining areas and beautiful terraces, private dining rooms, a heated swimming pool, four indoor tennis courts, two outdoor tennis courts, and four pickle ball courts.

The Southern Oregon Golf Championships have been held at Rogue Valley Country Club every Labor Day weekend since 1929 with one exception in 1994 when renovation of the golf course was underway. The Southern Oregon Golf Championships is the largest Amateur Match-Play tournament held on a single course in the United States.

The club has undergone renovations within the past year in two main areas: The clubhouse and the tennis complex. In the clubhouse, a new Fitness Center, Family Game Room and Sports Pub were added, and the Grille Room was updated. The second renovation included resurfacing the indoor courts and installing state-of-the-art, tiered LED court lighting. The pro shop was also remodeled, and new court-side amenities were added.

### **MEDFORD, OREGON**

The town of Medford, Oregon sits in scenic Rogue Valley between the Cascade Range and the Siskiyou Mountains. Medford is located in Jackson County; 27 miles north of the northern California border and 75 miles east of the Pacific Ocean. Medford is the fourth largest metropolitan area in Oregon. The nearest river is the Rogue River (8 miles away) and the nearest lake is Agate Lake (13 miles away).

There are lots of things to do in Medford and southern Oregon. The area offers stunning state and national parks, outdoor adventures such as hiking, kayaking, fishing, and mountain biking; and the Southern Oregon Artisan Corridor offering a variety of wineries and other artisan products.

#### ROGUE VALLEY COUNTRY CLUB BY THE NUMBERS

- \$7.1M gross volume
- \$2.5M annual dues volume
- 1,000 members (385 golf members, 500 social members and 115 tennis members)
- \$3,000 initiation fee
- \$7,000 annual dues for golf member including assessments
- \$2.1M F&B volume (67% a la carte, 33% banquet)
- 63 average age of members
- 110-130 number employees
- 40,000 annual rounds of golf on 27 holes
- 2 kitchens (a la carte kitchen and banquet kitchen)
- 18 kitchen staff

#### ROGUE VALLEY MISSION STATEMENT

The Rogue Valley Country Club is an organization whose purpose is to provide enjoyable, quality golf, recreational, social and leisure experiences for its members, their families and guests.

#### FOOD & BEVERAGE OPERATIONS

*A la carte* dining venues located in the 30,000-square-foot clubhouse include Egan's Pub, a casual sports pub atmosphere (seats 40); the newly renovated Grille Room, a casual dining room (seats 42); the Crest Room offering slightly more formal dining (seats 60); the Chandler Egan Dining Room, a more formal dining room (seats 50); and the Sunset Terrace which offers *al fresco* dining June through September (seats 60). *A la carte* venues are serviced by the *a la carte* kitchen located downstairs. The kitchen was last renovated in 2005.

*A la carte* breakfast is served Saturday and Sunday in the Grille Room and Crest Room. Lunch is served Tuesday through Sunday from 11:00 a.m. to 5:00 p.m. Dinner is served Tuesday through Sunday from 5:00 p.m. to 9:00 p.m. (and until 10:00 p.m. on Friday and Saturday nights).

Private dining rooms include the Ballroom which seats 300, a Pre-Function Room which seats 50, the Oaks East and Oaks West dining rooms which seat 75, and the Jackson Library which seats 60. Private dining rooms are serviced by the banquet kitchen located upstairs.

The club typically hosts six weddings a year and the largest annual event is the Southern Oregon Golf Championships; where over 6,000 people are served in one week.

RVCC is busiest May through August and October through December. The club is closed on Mondays year-round and the first week of January. In 2019, the club hosted eight golf outings on Mondays. The club is also closed on Thanksgiving Day, Christmas Eve, Christmas Day and New Year's Day.

#### ORGANIZATIONAL STRUCTURE

The executive chef reports to the GM/COO at RVCC and works closely with the House Committee chair. The executive chef leads a staff of 18 including two sous chefs and a banquet chef.

**ROGUE VALLEY COUNTRY CLUB WEBSITE:** [www.rvcc.com](http://www.rvcc.com)

## ROGUE VALLEY COUNTRY CLUB POSITION OVERVIEW

The executive chef (EC) is responsible for all food production in restaurants and banquets. He or she develops menus, creates food purchase specifications and recipes, supervises production staff, develops and monitors departmental food and labor budgets, and maintains the highest professional food quality and sanitation standards.

The EC leads by example and is responsible for all food and beverage back-of-house (BOH) operations while working closely with front-of-house (FOH) staff to ensure the delivery of high quality and consistent products, services and offerings to members and their guests.

The EC is responsible for ensuring that all food is consistently outstanding; from standard country club fare to innovating offerings and special culinary events throughout all dining and pop-up venues. Consistency is imperative at RVCC and the EC should have standards and processes in place that ensure that consistency in every meal served at every outlet; from producing the best burger and fries to an elegant, five-course wine dinner.

The EC creates and updates menus often; incorporating features and developing and documenting recipes and controls to ensure consistency. Creativity, not just variety, is essential in planning menus and events for RVCC members and their guests.

The EC 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. The EC treats all staff with respect and, in return, requires that of the team. The EC works to ensure that a positive working atmosphere is maintained throughout all F&B operations.

The EC is responsible for leading product knowledge training for FOH personnel through daily pre-meal meetings and special food knowledge training programs.

The EC is the face of culinary operations and should be comfortable conversing and interacting in both FOH and BOH settings, and interfacing with multiple and diverse parties: members, staff, vendors, etc., throughout the day. The EC is visible and responsive to club and team member requests and strives to find creative ways to accommodate reasonable requests.

The EC understands the importance of the employee (family) meal and produces it for up to 135 employees; providing healthy options.

Ultimately the EC is the important and positive face of RVCC's culinary operations. He or she is integral in the overall success of the operation. The responsibility of this facet of the organization – from a passionate, creative, supportive, progressive and team and member-focused perspective – is of critical importance for long-term success.

### INITIAL PRIORITIES OF EXECUTIVE CHEF

- 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 timing to final delivery of end product, while collaborating with the FOH team.
- Focus on delivering consistency and the highest quality in *a la carte* and banquet operations in a timely manner.
- Build a culture of respect within the kitchen while engaging with other departments. Gain the staff's trust, as well as evaluate and continue to develop, train and mentor the culinary team while promoting fairness and consistency within.
- Earn member trust by instilling confidence through enhanced operations, meal quality and consistency and visibility. Engage members with high quality and varied offerings as well as through action stations and cooking classes.

- Learn members' names and culinary and dining preferences. Understand the members in order to meet their requirements and understand what matters most to them.
- Proactively manage food and labor costs to ensure achievement of budgeted goals.
- Provide new and exciting culinary experiences for RVCC members and their guests in *a la carte* and member and private dining events. Define culinary direction, update menus, deliver new and creative dining options and focus on making RVCC the best dining experience in Medford and the surrounding area.

## **CANDIDATE QUALIFICATIONS**

Successful candidates:

- Have a proven track record of culinary expertise including creative plate and buffet station presentations
- Manage to budgeted goals and are proactive at making adjustments throughout the day and week
- Have private club or resort experience (candidates must have both high-end *a la carte* and banquet experience)
- Have a track record of successfully managing and leading culinary operations
- Have strong written, verbal and interpersonal communication skills
- Are successful at recruiting, evaluating, engaging and mentoring staff
- Are adept at using POS software (RVCC uses Jonas) and Microsoft Office applications including Excel
- Can create menu options that appeal to a variety of diners representing a variety of age demographics
- Have a track record of establishing controls to minimize food and supply waste and theft, exercise portion controls and develop menu mix and menu pricing
- Have experience planning and managing employee meal programs that include healthy alternatives

## **EDUCATIONAL AND CERTIFICATION QUALIFICATIONS**

Successful candidates:

- Have a Culinary Arts degree from an accredited school or a diploma from an accredited apprentice program.
- Have a minimum of ten years' experience in kitchen operations with at least five years' experience as an executive chef.
- Must be certified in food safety.
- Have a Certified Executive Chef designation from the American Culinary Federation (ACF).

## **SALARY AND BENEFITS**

Salary is open and commensurate with qualifications and experience. The club offers an excellent bonus and benefits package including ACF membership.

## **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.

Preparing a thoughtful letter of interest and alignment, clearly articulating your "fit" with the profile and the above noted expectations and requirements is necessary. The cover letter should be addressed to the GM/COO at Rogue Valley Country Club, 2660 Hillcrest Road, Medford, OR, 97504

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

"Last Name, First Name Resume" &

"Last Name, First Name Cover Letter RVCC"

(These documents should be in Word or PDF format)

Note: Once you complete the application process for this search, you are not able to log back in and add additional documents.

**TO APPLY:** [Click here to upload your resume and cover letter.](#)

If you have any questions, please email Nan Fisher: nan@kkandw.com

**LEAD SEARCH EXECUTIVE**

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