

## **EXECUTIVE CHEF PROFILE: THE APAWAMIS CLUB RYE, NY**

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

The Apawamis Club (Apawamis) is looking for a dynamic culinary leader who will bring flair and personality to the diversity of dining experiences at this generational family-centric club which is steeped in tradition and history. The club is seeking a creatively-minded and operationally proficient executive chef who is equally comfortable in the front and back of the house. Apawamis presents an opportunity for someone to build relationships and create signature experiences for a sophisticated clientele. Located in Rye, NY, the chef will have access to the best ingredients from greater New York City as well as the farms of Hudson Valley. Additionally, the special culture at Apawamis has perpetuated a unique bond among its members and staff.

Apawamis seeks to elevate its entire food and beverage offerings, knowing that outstanding, memorable dining experiences are core to member and guest enjoyment. The club recognizes that its restaurants "compete" with other New York City and local restaurants for the member dining dollar—stiff competition indeed—but in the hands of the right executive chef, a successful undertaking. The club's members, active and engaging, have a worldly understanding of culinary and service excellence; the club aspires to exceed their expectations.

The next executive chef at Apawamis is creative and passionate about the culinary craft. The club is looking for candidates who embrace the idea of being the best and strive for continuous improvement. The executive chef is an experienced leader who is calm under pressure and has a "team first" mentality within their team and with all other departments within the club. With an upcoming renovation, the next executive chef should have extensive experience in planning, organizing and openings.

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

### **ABOUT THE APAWAMIS CLUB**

The story of Apawamis demonstrates the richness of the club's enduring legacy and tradition, which dates to 1890. One of the earliest golf clubs in America, Apawamis was the first chartered club in New York state, the second golf club in Westchester, and one of the first twenty golf clubs in the country. The golf course was designed by Maturin Ballou, a visionary among early Apawamis leadership, and Scottish professional Willie Dunn, who also built the famed Shinnecock Hills in Southampton, NY. In 2001, an extensive restoration by Gil Hanse reestablished the original design. In 2017, the club hired Keith Foster to complete a wide-ranging Golf Course Enhancement project, including additional course work in 2020. Additionally, the club underwent a comprehensive irrigation project in 2021 that was completed in the late winter of 2022.

The original clubhouse was constructed in its present location in 1908 and was expanded several years ago to add a state-of-the-art athletic fitness center with on-call personal trainers and yoga classes. In 2016, the kitchen was totally renovated, and other areas have been expanded or updated, including housing for approximately 42 staff members during peak season. In addition, the main outdoor pool houses a diving well and dedicated lap lanes. The lower campus includes a kiddie pool and a fully staffed snack bar with poolside service. The elegant Club Room and Terrace dining areas overlook the first hole of the golf course and offer wonderful golf course views as well as traditional and contemporary cuisine. Other dining options include pub-style, casual dining in the 19<sup>th</sup>/20<sup>th</sup> Holes; the Wine Room, perfect for an intimate gathering; the Grill Room; and the poolside Snack Bar.

The origins of squash at Apawamis are historically significant and it can be said that Apawamis played a prominent role in the development of the game. In 1904, the first squash house at Apawamis, comprised of two courts, was built, and it is believed that this was only the third such facility in the country.

Over the past seven decades, Apawamis has been recognized for its dynamic and prominent squash-related activity. The club has produced numerous nationally accomplished and recognized players and is known for its high profile, popular men's and women's amateur and professional singles and doubles tournaments. The current squash facility features five singles squash courts, two doubles squash courts, and a spacious pro shop. In addition to squash, the racquets program boasts a robust and competitive tennis program—played on 7 Har-Tru courts—a paddle tennis program with three paddle tennis courts that are very active during the winter months.

The club's support of the renowned athletic programs and the ongoing upgrades and renovations to the clubhouse and athletic facilities demonstrate the Apawamis membership's appreciation of the club, for its history and traditions and for the platform it provides for friendships, family get-togethers, and for building memories. Apawamis is a busy operation year-round, but especially in the summer months, including an active junior sports program and an increasingly popular junior swim team. The club is currently under renovations, demonstrating its commitment to quality and continued significance in members' lives, an important part of its overall mission.

**THE APAWAMIS CLUB WEBSITE:** [www.apawamis.org](http://www.apawamis.org)

#### **BY THE NUMBERS:**

- 734 members
- 53 is the average age of a member
- 105,000 sq. ft. clubhouse
- \$3 million annual food revenue (the club is under renovation)
- \$873k annual beverage revenue
- 60% à la carte and 40% events & catering
- 42% food cost (budget for 2022 49%)
- 26,000 covers per year
- 12,000 sq. ft. kitchen plus 6,000 sq. ft. plating area
- 2016 is the year the kitchen was last renovated (current \$4.5 million renovation of F&B)
- 21 culinary employees
- 2 kitchens
- 12 weddings per year—average
- Clubessential point of sale
- 501(c) (7) tax status
- Onsite employee housing for 42 employees

#### **FOOD & BEVERAGE OPERATIONS**

The food and beverage operations are open Wednesday–Sunday for lunch and dinner. The outlets consist of: an Upper and Lower Terrace (seats up to 200 people), a Club Room and Bar, a Grill Room, and a Main Dining Room. Event spaces include the Ballroom (seats 300), Alcove (seats 16), and Governors Room (seats 24). The 19<sup>th</sup>/20<sup>th</sup> Holes are open Labor Day–Memorial Day. The club is closed during the off-season from February to mid-March, Christmas and New Year's Day. Food and beverage services are closed on Mondays and Tuesdays. The club's peak season is from May to October.

A \$4.5 million clubhouse dining renovation is scheduled to be completed by July 2022, which will increase dining capacity by 42% and include new kitchens and indoor/outdoor dining venues.

#### **ORGANIZATIONAL STRUCTURE**

The executive chef will report to the general manager and be an integral part of the senior leadership team. The two sous chefs and executive sous chef will report to the executive chef.

The kitchen staff totals approximately 21 team members, including cooks and stewards. The executive chef will attend House Committee meetings on an ongoing basis.

## **EXECUTIVE CHEF POSITION OVERVIEW**

The executive chef at The Apawamis Club is responsible for the overall leadership, mentoring and development of the culinary team and all food production, including that sold in the restaurants, banquets, and other outlets. In addition, he or she develops menus, food purchase specifications, recipes, and develops and monitors food and labor budgets for the department. The executive chef maintains the highest professionalism in the leadership of their team, the quality, consistency and variety of their food offerings and exceptional standards of sanitation and cleanliness.

## **EXECUTIVE CHEF JOB DESCRIPTION**

### **Leadership**

- Take full ownership of the culinary team; build trust with them by engaging, observing, learning, and listening to their wisdom, experience and needs.
- Earn members' 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.
- Be a focused and consistent evaluator of personnel, ensuring that standards of conduct and delivery are met; this includes oversight of high standards of appearance, hospitality, service, and cleanliness of the kitchen facilities.
- Be an active and dynamic recruiter of team members and someone who inherently enjoys developing and building his/her team and leading them to significant, positive membership satisfaction outcomes.
- Establish and consistently enhance operating standards for personnel in areas of responsibility and consistently evaluate knowledge, understanding, and execution to these high standards.
- Work closely with the front-of-house food and beverage managers to ensure 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.

### **Operations**

- Plan, organize and run a busy banquet operation with multiple events happening at the same time across multiple locations as well as à la carte dining.
- 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. Also, assist in establishing menu selling prices.
- Evaluate food products to assure that the highest quality standards are consistently attained.
- Ensure that high sanitation standards, cleanliness and safety are always maintained throughout all kitchen areas. Establish 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. Manages OSHA-related aspects of kitchen safety and maintains MSDSs in an easily accessible location.
- Continue to maintain the positive culture of healthy employee meals and understand the importance they have over the team's morale.

### **Membership**

- Have a heart of hospitality, embrace, appreciate, promote, and elevate the warmth and culture of The Apawamis Club.
- Be visible and engaged with membership throughout the food and beverage 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. The Apawamis Club personnel prides themselves on having a "say yes" culture.
- Drive consistent innovation, elevate, and build exciting food programs for members to enjoy.
- Create a regular menu that includes innovative daily specials that the membership will be eager to try.

## **Financial**

- Clearly understand the metrics for the 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.
- Consistently monitor payroll and labor resource allocations to ensure they align 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 managing the kitchen and the operation's financial performance.
- Prepare necessary data for applicable parts of the budget: project annual food, labor and other costs, 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.

## **INITIAL PRIORITIES**

- 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 team members.
- 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.
- Listen to member feedback and make appropriate adjustments and adaptations based on sound data and careful thought.
- Find ways to build in variety and different offerings throughout the season.
- Evaluate current operations and set appropriate and necessary standards of operation, processes, execution, and delivery within the culinary operation, taking ownership for the entire experience from production to final product delivery while working closely and positively with the front-of-house team.
- Evaluate and continue developing, training, and mentoring the culinary team while promoting fairness and consistency within.
- Be visible, engage with members and become familiar with dining requirements and preferences.

## **CANDIDATE QUALIFICATIONS**

The successful candidate:

- Has five years' experience in a similar role with exposure to openings and/or renovations
- Has a degree in culinary arts and/or other hospitality management focus.
- Has ten years food production and management experience.
- Has achieved or is working towards Certified Executive Chef (CEC) certification through the American Culinary Federation (ACF) or Pro Chef II certification through the Culinary Institute of America.
- Has exceptional cooking skills.

- Has a proven track record of maintaining food quality and sanitation standards.
- Is a team player, within the kitchen, with the FOH team and with all club and team members.
- Is experienced with technology including, Clubessential POS, and Microsoft Suite (Excel, Word, Outlook, etc.)

### **THE APAWAMIS CLUB COVID REQUIREMENTS**

The club currently does not require staff to be fully vaccinated as a provision of employment.

### **SALARY & BENEFITS**

Salary is open and commensurate with qualifications and experience. The club offers an excellent bonus and benefits package, including professional development, medical, dental, vision, life insurance, 401k club match, and PTO.

### **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. Please be sure your image is not present on your resume or cover letter; that should be used in your LinkedIn profile.

**Preparing a thoughtful letter of interest and alignment, clearly articulating your fit with the profile and the above-noted expectations and requirements is necessary. Your letter should be addressed to Brian Baldwin, General Manager/COO, The Apawamis Club** and clearly articulate why you want to be considered for this position at this stage of your career and why the Rye, NY, area will likely be a fit for you, your family and the club if selected.

***You must apply for this role as soon as possible but no later than May 6<sup>th</sup>. Candidate selections will occur in early May, with the first interviews expected in mid-May and the second interviews a short time later. The new candidate should assume his/her role in early-mid June.***

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

"Last Name, First Name–Resume" &

"Last Name, First Name–Cover Letter The Apawamis Club"

(These documents should be in Word or PDF format)

Note: Once you complete the application process for this search, you cannot 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**

Annette Whittley, Search Executive

561-827-1945 (M)

[annette@kkandw.com](mailto:annette@kkandw.com)