

EXECUTIVE CHEF PROFILE: THE CLUB AT ADMIRALS COVE JUPITER, FL

THE EXECUTIVE CHEF OPPORTUNITY AT THE CLUB AT ADMIRALS COVE

Located in Jupiter, Florida, The Club at Admirals Cove is looking for a highly experienced, exceptional, and driven Executive Chef who can continue a tradition of excellence in Club dining while developing and mentoring the culinary team. The Club is looking for a Chef that can innovate, provide high quality and varied dining experiences, while maintaining consistency across all products. Communication across all departments, front and back of house as well as to Members is critical. The successful candidate will have a tenured and proven track record of leading, mentoring and developing teams with a high degree of emotional intelligence and a mature, developed, calm leadership style promoting a passion for culinary arts. This is an amazing opportunity to be part of a talented leadership and culinary team at an exceptional private Club.

ABOUT THE CLUB AT ADMIRALS COVE & COMMUNITY

In 1986, Frankel Enterprises purchased the Admirals Cove property from The John D. and Catherine T. McArthur Foundation. The property at the time of purchase was vacant and undeveloped. Development of the property began in the spring of 1986, and the first model homes were completed by the end of that year. The marina, clubhouse, and 18-hole championship East golf course designed by Robert von Hagge opened for play in 1987, and the first residents moved in during that winter season. The Harbor Master building served as a temporary clubhouse until the Main Clubhouse was completed in 1989. The Golf Village with its 27 holes was built in 1991 and renovated by Kipp Schulties in 2015, and the Golf Village Clubhouse opened in 1993.

In 1999, the management and control of The Club was turned over from the developer to the members in one of the smoothest club transitions in the history of country club communities. Today there are approximately 1700 residents within the community.

The East Clubhouse (main clubhouse) offers spectacular views, resort pool, golf shop, large men's and women's locker rooms, men's and women's staffed card rooms, children's play area, fully appointed fitness center, newly built spa and salon, full-service bank, and expansive dining areas. The Golf Village Clubhouse imparts an intimate atmosphere with dining, a golf shop, men's and women's locker rooms, staffed men's and women's card rooms, and inviting porch and cozy lounge overlooking a stunning backdrop for reminiscing about a great round of golf.

The Admirals Cove Yacht Club was formed in 1990, by a group of Admirals Cove residents who shared a passion for yachting and a love of Admirals Cove. The Club boasts one of the finest marinas in South Florida. With 85 percent of the homes in the community on the East Side located on navigable water, a world-class marina and five-star amenities, the Admirals Cove Yacht Club enjoys the best of all worlds.

BY THE NUMBERS:

- 1800+ Members (743 Golf, 52 Social, 49 Sports, 45 Tennis, 15 Marina & 31 Legacy)
- 62 is average member
- 2 Clubhouses (combined 225,000 square feet)
- State of the Art Marina with 72 Deep Water Ocean Access Slips
- Private Boutique Hotel with 32 Rooms and Suites
- 45 Holes of Championship Golf, 10 Har-Tru Tennis Courts, 8 Pickleball Courts
- 21,000 Square Foot newly designed State of the Art Spa & Fitness Center

- \$ 5.8 Million annual food revenue
- \$ 1.5 Million beverage revenue
- \$1.2 Million Catering and Club Events revenue
- 83.5% a la carte and 16.5% events & catering
- 65% Food cost
- 275,000 Covers per year
- 96 kitchen employees for 5 kitchens(fluctuates between summer and winter seasons)
- 4 Distinct Restaurants
 - Marina Café (Pub-Style Venue with 200 seats)
 - Latitude (Modern Steakhouse with 250 seats)
 - Next (MediterrAsian Tapas Style Venue with 100 seats)
 - 27 West (Contemporary Global Dining Venue with 150 seats)
- Additional Outlets
 - Provisions Gourmet Market
 - Hooked on Scoops Ice Cream Shop
 - Edge Bar and Lounge
 - Fore East and Fore West (2 Halfway Houses)
 - Chef's Table
 - 6,200 sq ft of Banquet Space (Meridian Ballroom – 350 people)
- 501(c) (7) Tax Status
- The Club uses NorthStar point of sale

FOOD & BEVERAGE OPERATIONS

The next Executive Chef will need experience in overseeing multiple dining venue including:

- **The Marina Café** – open 7 days per week for breakfast lunch and dinner
- **27 West** – open 2 days for lunch and 5 days for dinner
- **Latitude & Edge Dining Lounge** – open 6 days for lunch, 5 for dinner plus Sunday brunch
- **Hooked on Scoops** – open 7 days per week
- **Next Tapas & Cocktails** – opening schedules vary
- **Two Halfway Houses and Two Card Rooms**

The Club also hosts regular special events across indoor and outdoor locations and has a busy banquet and catering program

THE CLUB AT ADMIRALS COVE COUNTRY CLUB WEBSITE: www.admiralscove.net

ORGANIZATIONAL STRUCTURE

The Executive Chef will report to the General Manager and be an integral part of the senior leadership team. The Exec Sous Chef, Sous Chef, and Pastry Chef will report to the Executive Chef. The kitchen staff totals approximately 96 team members including cooks, and stewarding. The Executive Chef will attend House Committee meetings and work closely in conjunction with the F&B Leadership team.

EXECUTIVE CHEF POSITION OVERVIEW

The Executive Chef at The Club at Admirals Cove 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. 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 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. Engage with, observe, learn, and listen to the Members and staff. Earn Member trust by instilling confidence through continued enhanced operations, interaction, and visibility.
- Create a fun collaborative work environment while being willing to be “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.
- Have a passion and aptitude for teaching and training all food service personnel, working, as necessary, with the staff directly responsible for operations, setting clear direction and holding the team accountable.
- 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 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.

Operations

- 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 high standards of sanitation, 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 maintain MSDS's in easily accessible location.

Membership

- Have a heart of hospitality, embrace, appreciate, promote, and elevate the warmth and culture of The Club at Admirals Cove.
- 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 a menu that the Membership has a hard time choosing from with regular innovative features and specials.

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.
- 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.

INITIAL PRIORITIES

- Build relationships with the team. Listen, observe, and seek to understand. This includes building a strong foundation of relationships with Front of House leaders and all members of their team.
- Live and breathe the Golden Rule, listen, show humility and promote a positive, fair, fun and professional work environment that works towards excellence daily.
- Listen to Member feedback and make appropriate adjustments and adaptations based on sound data and careful thought.
- 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 delivery of the product, while working closely and positively with the front-of-house team.
- Evaluate and continue to develop, train, and mentor the culinary team while promoting fairness and consistency within.
- Be visible, engage with Membership and become familiar with dining requirements and preferences.

CANDIDATE QUALIFICATIONS

The successful candidate:

- Has a degree in Culinary Arts and/or other Hospitality Management focus.
- Has ten years food production and management experience.
- Has experience in large and complex multi outlet organizations within the luxury hospitality and club industry.
- 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 Birchstreet, Jonas, and Microsoft Excel, Word, Outlook, etc.

CLUB COVID REQUIREMENTS

This club 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 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. 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 Brett Morris, General Manager/COO, The Club at Admirals Cove and clearly articulate why you want to be considered for this position at this stage of your career and why and the Jupiter 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 June 15th.

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

“Last Name, First Name - Resume” &

“Last Name, First Name - Cover Letter The Club at Admirals Cove”

(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

LEAD SEARCH EXECUTIVE

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