

# KOPPLIN KUEBLER & WALLACE

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## EXECUTIVE CHEF PROFILE: THE VALLEY CLUB SUN VALLEY, ID

(To apply click the link at the end of this file.)

### THE EXECUTIVE CHEF OPPORTUNITY AT THE VALLEY CLUB

If you want to work at a progressive, family-focused club, loaded with amenities and located in the picturesque Wood River Valley, look no further than the executive chef position at The Valley Club. This is an amazing opportunity for candidates with the right credentials to serve over 686 member-families at this premier, seasonal club in a geographic location that offers an adventurous quality of life – including hunting, fishing, hiking, mountain biking, kayaking, mountain climbing and skiing.

The employee focus at The Valley Club is *“every interaction, every member, every time.”* We are looking for a talented leader who embodies the Club’s team core values of being *professional, compassionate, excellent, respectful, passionate, creative, curious, grateful, memorable* and *present*; and applies these values to achieve excellence every day.

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

### THE VALLEY CLUB COMMUNITY

The Valley Club is located in the town of Hailey, adjacent to the resort cities of Sun Valley and Ketchum. It has been recognized as one of America’s 10 Best Small Towns in the 2014 Livability.com poll. Hailey has a population of just over 8,000 people and boasts good schools, low crime, low pollution and high community involvement. The town also offers great cultural events, a farmer’s market, and lots of outdoor adventure opportunities. View this link to an article about Hailey: <https://livability.com/top-10/small-towns/10-best-small-towns/2014/id/hailey>.

### THE VALLEY CLUB

The Valley Club takes great pride in its family-centric atmosphere and welcoming members and staff. The Club was chartered in 1996 by a small group of avid local golfers. In 1999 the developers turned ownership of the Club over to the members and it remains the only private club in the Wood River Valley.

The Valley Club offers members 27 holes of golf. The nine-hole South Course and nine-hole North Course (both designed by Hale Irwin and opened in 1996) are currently undergoing renovation in phases so that there will always be 18 holes available for members. In 2018, the Club broke ground on a \$7.5M renovation of the original 18 holes (the renovation is designed by member Davis Love III) that will be ready for play in 2020. The nine-hole West Course, designed by Tom Fazio, was opened in 2007. Here is a link to more information about the renovations: [https://www.mtexpress.com/sports/local/valley-club-poised-for-million-golf-course-renovation/article\\_c670393e-81eb-11e7-a165-7f3badf862ab.html](https://www.mtexpress.com/sports/local/valley-club-poised-for-million-golf-course-renovation/article_c670393e-81eb-11e7-a165-7f3badf862ab.html).

In 2008, the main clubhouse underwent a major renovation which included a new kitchen as part of the 13,000 square-foot expansion. The Club has continued to make constant improvements to enhance the member experience. The renovation also included adding a 10,000-square-foot patio to enjoy spectacular views of famous Bald Mountain.

In 2013, the Club purchased an air structure to cover two tennis courts, which brought year-round tennis to the Club for the first time. A second tennis dome was purchased this year and the Club now has four seasonally covered indoor courts. The Valley Club also expanded a small pool house into a 6,000 square-foot, year-round Fitness Center and added a four-lane lap pool to complement its four tennis courts.

The Club is currently developing a master plan for the Fitness and Racquets Center that will create additional space for private classes, treatment rooms, and a new dining space. This project will likely be presented to the membership in 2019.

#### FOOD & BEVERAGE PROGRAM

One of the busiest and most popular amenities at The Valley Club is their food and beverage program. Culinary operations focus on healthy, fresh, farm-to-table cuisine; balancing creative alternatives with traditional club favorites.

The Valley Club has several *a la carte* dining options including the main dining room (seats 160), the adjacent indoor lounge (seats 30) and the popular covered patio (seats 200). In addition, casual fare is served at the snack bar and pool café in season.

While The Valley Club is seasonal in many ways, it offers some dining opportunities (described below) to its members throughout the year. The Club's high season begins in mid-June and winds down in mid-September. During the high season, *a la carte* lunch and dinner are offered six days a week – from Tuesday through Sunday.

The Snack Bar and Bar open as golf course begins play in April and the Pool Café opens in May and runs seven days a week from 11:00 a.m. to 8:00 p.m. until Labor Day.

Private meeting and dining rooms include the board room (seats 18) and the main event room (seats 80).

In the slower, winter months, regular *a la carte* dining is more limited, but club events and private events are available for members to enjoy. Member dining events celebrated in the off-season include Monday Night Football, Halloween, the NCAA Championship Game, a Super Bowl Party, Valentine's Day, Vintners' dinners, cooking classes, Easter brunch, Mother's Day, and Memorial Day.

In December, the Club is closed on Christmas Eve, Christmas Day and the day after Christmas. There are several member events in December including a King Crab Dinner (spans two nights), a Winter Member Cocktail Party, Dinner with Santa (spans five nights), and four nights of member holiday dining. The Club also has a New Year's Eve dinner.

#### THE VALLEY CLUB BY THE NUMBERS:

- 1996 is the year the club was established
- 686 members in all categories (402 full golf/charter members)
- \$1M in F&B revenue
- 78% a la carte; 22% banquet business
- 2 kitchens and 1 snack bar kitchen
- 16 kitchen employees in peak season
- 220 total employees in peak season/36 year-round
- 67 average age of membership

**THE VALLEY CLUB WEB SITE:** [www.thevalleyclub.org](http://www.thevalleyclub.org)

#### ORGANIZATIONAL STRUCTURE

The Valley Club operates under the General Manager organizational structure. The Executive Chef reports directly to the General Manager and works closely with the House Committee and Finance Committee.

In peak season, The Valley Club has 16 kitchen staff members. The Club also has off-site housing for seasonal kitchen employees; many of whom come from clubs in the Palm Springs/Indian Wells area. During the off-season the club has one full-time sous chef and five hourly, part-time employees.

#### THE VALLEY CLUB MISSION STATEMENT

*“The Valley Club is committed to the care and concerns of our members and providing the finest service and amenities in a positive and professional manner. To that end, The Valley Club encourages its employees to strive each day to anticipate, meet, and attempt to exceed the expectations of members and their guests. The Valley Club encourages employees to use imagination, thoughtfulness and creativity in performing more mundane and extraordinary tasks. The purpose of employment at The Valley Club is to create a pleasurable, memorable and comfortable experience every time members and their guests visit The Valley Club.”*

#### EXECUTIVE CHEF JOB DESCRIPTION

The Executive Chef (EC) at The Valley Club is responsible for all food production including that used for dining rooms, private events and other outlets of the Club. The EC develops menus, food purchase specifications and recipes; supervises production staff; develops and monitors food and labor budget for the department; maintains the highest professional food quality and sanitation standards; and ensures a high level of member satisfaction.

The EC is a hands-on, working chef who leads, manages, motivates and directs kitchen staff to achieve the objectives set by the executive chef and general manager. He or she leads by example and will step in to work any place on the line as needed

The EC is responsible for ensuring that all food is **consistently outstanding** – from standard club fare to special culinary events throughout all food venues. The EC understands that quality and consistency in producing and delivering popular club menu items, such as the “Valley Club” sandwich, is just as important to the member experience as producing memorable and sophisticated culinary specialty dinners and is responsible to ensure that their team approaches each activity with identical focus.

Consistency is imperative at The Valley Club and the EC should have standards and processes in place that ensure consistency in every meal that is served – in both *a la carte* and banquet operations. Processes, planning and training should also ensure that ticket times are kept to a minimum.

The EC is extremely organized and has plans and processes in place to ensure that busy *a la carte* and banquet operations run smoothly and according to plan. The EC is also adept at trouble-shooting and making last minute adjustments as necessary while maintaining a calm and cool demeanor.

The EC creates and updates menus regularly, incorporating daily and weekly specials. He or she develops and documents recipes and controls to ensure consistency, and stays current with regional, national, and global culinary trends. Creativity, not just variety, is essential in planning menus and events for the members of The Valley Club. The EC should also be flexible and adaptable to change.

The EC is a positive and enthusiastic face for culinary operations for the club and is comfortable conversing and interacting in both back- and front-of-house settings as they interface with diverse constituencies (members, staff, vendors, etc.) throughout the day. Developing solid relationships is important in this position. The EC works as a strategic and operational partner with the managers and staff of The Valley Club to develop information sharing, strong communication, superior internal and external customer relationships and high-performance teamwork to achieve club objectives.

The EC is responsive to club and team member requests and strives to find creative ways to accommodate reasonable requests. He or she believes in the service philosophy: “the answer is ‘yes,’ what is the question?”

The EC is a strong team builder who mentors and challenges himself/herself and the staff to continue to create and produce at a higher level. Additionally, the EC encourages staff to participate in generating ideas and draws on staff members' strengths and specialties for continuous improvement of the culinary program. The EC develops a pipeline of talented and creative individuals by building upon its reputation as an excellent learning and training ground for up and coming culinarians. The EC treats all employees with respect and, in return, requires that of his or her team.

The EC is responsible for providing quality and healthy employee "family" meals for over 200 employees in season.

The EC leads the BOH initiative relative to accident prevention, training and retention of staff, and sanitation and safety standards. 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 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. He or she also keeps a close watch on minimizing waste. The EC pays close attention and takes corrective action as needed to assure that financial goals are met.

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

The EC is someone who looks at mistakes as opportunities for improvement and instills this mindset and outcome into his/her team, while at the same time epitomizing the perspective of being readily open and embracing of input—The EC is approachable by both members and staff.

The EC is an energized, *positive* presence who displays a strong work ethic. The position requires a high-energy, committed, and dedicated professional who recognizes that during the height of the season, long work days are needed to achieve a high level of member satisfaction. The Club also encourages staff to take time to re-energize and find a balance of dedication to the Club and personal time.

#### INITIAL PRIORITIES OF THE EXECUTIVE CHEF

- Evaluate and set appropriate and necessary standards of operation, execution and delivery within the culinary operation; taking ownership of the entire experience from production to final delivery, while working closely with the FOH management team.
- Provide new and exciting culinary experiences for The Valley Club members and guests in both *a la carte* dining and member events; balancing creative menu offerings with classic club fare. Continue to raise the bar with member events by infusing creativity and variety into club favorites.
- Plan all menus for *a la carte* dining and member events for the 2019 season while collaborating with the FOH and BOH staff. The Club strives to deliver the best cuisine in the Wood River Valley.
- Map out the year and set goals for staffing for the 2019 season. Attract, train and engage high quality staff who return every season. Seasonal hires will need to be confirmed by April 2019.
- Learn members' names and culinary and dining requirements (allergies, etc.) and preferences.

#### CANDIDATE QUALIFICATIONS

The successful candidate:

- Is a strong and passionate leader and culinary professional with a proven track record of providing high-level services with a positive personality that is engaging and genuine.
- Has a minimum of three years prior management experience as an Executive Chef and at least five years of diversified kitchen and hospitality industry experience including banquet and restaurant operations.

- Has successfully led dynamic culinary operations. Additionally, those with success in farm-to-table, locally grown or procured provisions, and with an emphasis on creative cuisine that is always on the cutting edge of the current trends while embracing traditional club favorites.
- Has the ability to consistently define and achieve goals and objectives. This includes proven and verifiable leadership qualities with demonstrated ability to direct, coordinate and control all facets of an active culinary operation.
- Has strong management skills with verifiable strengths in inspirational leadership, financial performance, and people skills.
- Has a proven track record of developing and mentoring the culinary team.
- Must have computer skills including but not limited to Microsoft Outlook, Word, and Excel. Experience with NorthStar POS software and ChefTec inventory software is a plus.
- Has a strong work ethic and understands that longer hours in the high season will be offset by work/life balance in the off-season.
- Understands and practices the Club's member-focused service philosophy and be fully engaged in and fulfilled by providing members with consistent, high quality food and innovative menu offerings and plate presentations.
- Is an **innovative leader** in all aspects of the position. He or she is creative with menu design — both menu selections and daily specials; tries new and different ways of displaying items on buffet tables and stations; and is innovative when planning events in less than ideal conditions (such as outdoors) to ensure that the preparation and delivery are of the highest quality and seamless to members and guests.
- Is a visionary and trend setter, yet understands and is respectful of long-standing Club culinary traditions and is able to balance both in creating menus, specials, and event offerings. In addition to being a visionary, pays close attention to details.
- Is meticulous about food handling, cleaning, and organizing the kitchen and insists that all BOH staff do the same.
- Continually looks for opportunities to improve BOH service and must be willing to listen to staff and members for input. The EC understands that the entire BOH department is there to fulfill members' needs.
- Is extremely organized and possesses exemplary technology skills to successfully manage multiple functions and people efficiently and effectively.
- Understands that flavors, quality and consistency are key drivers of the private club experience in all food offerings.
- Has a basic understanding of wine and experience with wine and food pairings.
- Fits The Valley Club employee culture of being professional, compassionate, excellent, respectful, passionate, creative, curious, grateful, memorable and present while focusing on "every interaction, every member, every time."

## **EDUCATIONAL AND CERTIFICATION QUALIFICATIONS**

- Culinary arts degree from an accredited school or equivalent experience.
- Certified Executive Chef designation is desirable.
- Private club experience preferable.
- Must be certified in food safety.

## **SALARY & BENEFITS**

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

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

“Last Name, First Name Resume” &

“Last Name, First Name Cover Letter”

(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.

For directions on how to upload your resume and cover letter [visit this page](#).

[Click here](#) to upload your resume and cover letter.

If you have any questions please email Nan Fisher: [nan@kkandw.com](mailto:nan@kkandw.com)

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