



EXECUTIVE CHEF
RIVERSIDE COUNTRY CLUB
PROVO, UT

www.riversidecountryclub.org

CLUB OVERVIEW

Riverside Country Club is one of Utah's finest country clubs since 1960. They pride themselves on having one of the premier golf courses in the Wasatch Mountain region complimented with an active social calendar. At Riverside Country Club, they go to great lengths to make sure that they offer a "complete country club experience" that is enjoyed by the entire family!

Riverside offers a spectacular championship 18-hole golf course, 3 outdoor tennis and pickleball courts, a full-scale children's activity center, an Olympic pool, baby-pool, luxurious locker rooms, Pilate's studio, cardio and strength training centers, massage treatment rooms, and several dining options.

They have first class golf and tennis programs for both adults and juniors and to top it off, their swim program for kids is widely regarded as one of the very best in all of Utah. The club's teaching professionals are all extremely qualified, having been very successful in their respective sports. Socially, the club is extremely active, as they have a special events calendar that keeps the club hopping all year long.

The Championship course at Riverside Country Club hosts the prestigious Utah Open every year.

The 48,000 square foot \$14M clubhouse with terraces, fire pits, and open-air dining opened in late 2011. The clubhouse has numerous dining and entertaining areas, a pro shop with locker rooms, lounges, and a modern fitness facility.

POSITION SUMMARY

The Executive Chef is responsible for the development, implementation, and delivery of all culinary offerings at the Club and to ensure the highest levels of quality, hygiene, cleanliness, and safety standards are maintained. The Executive Chef leads the kitchen staff across multiple outlets to consistently produce high quality cuisine delivered in a timely manner that exceeds the expectations of our members and guests. This position reports to the Director of Food and Beverage and is responsible for the direct supervision of the Sous Chefs, Line Cooks, and Stewards.

The Club by the numbers:

- 600 members
- \$65,000 Initiation fee
- \$8,220 Annual capital and operating dues
- \$7.1M Gross volume
- \$3M Annual dues volume
- \$2.2M F&B volume
- \$3.2M Gross payroll
- 220 Employees in-season; 110 off-season
- 9 Board members
- 11 Committees
- 53 Average age of members
- \$850,000 in retail gross revenues

ATTRIBUTES, REQUIREMENTS AND EXPECTATIONS

Member/Team Relations

- Must have a Positive, Dedicated, and “Can Do” Attitude
- Put members first - go above and beyond their expectations to satisfy their needs and provide the highest quality service.
- Always convey a professional attitude and demeanor towards Club and team members.
- Always treat Club and team members with the utmost respect and dignity.
- Always maintain a positive attitude and look for positive outcomes in all opportunities.

Communication

- Maintain open channels of communication and be receptive to all departments and staff members.
- Write effectively and concisely.
- Convey oral messages clearly and succinctly.
- Actively participate in all meetings.
- Ensure that the information needed to proficiently operate the club is disseminated and understood.
- Must be willing to support all program and initiatives that have been communicated from the management team of the Club.

Planning, Organization and Administration

- Exhibit sound time management and organizational skills.
- Ensure the supplies needed to operate are properly stocked.
- Respond to and follow up promptly with Member inquiries/requests.
- Meet event timelines and deliverables.

Employment Policies/Safe Work Environment

- Follow all club policies and procedures as outlined in the handbook.
- Ensures that all workspaces are clean and free of clutter, debris, etc.

Riverside Country Club's management team is a stable, team environment that supports each other and is looking for a motivated individual with whom to partner with in a long-term working relationship. A compensation package will include a base salary and annual bonus plan commensurate with experience, annual holiday fund, participation in the Club's health, dental and vision plans, life insurance, paid time off, complimentary meals, limited swimming and golf use privileges, and 401K match.

Responsibilities and Essential Functions

- Leads, oversees, motivates and mentors all aspiring culinary staff, pushing them to challenge and develop their abilities.
- Hires and trains a high-quality kitchen staff; supervise, schedules and evaluates the work of all kitchen staff.
- Develop seasonal menus and recipes for all Club dining outlets (main dining room and club room, Caesars, Birdies Soda and Breakfast Bar, Parley's Bistro, Parley's Poolside Chalet, and multiple private dining/banquet event rooms), as well as rotating feature menus that highlight exclusive dining areas such as Riverside Gardens and Parley's Cooking Classes.
- Consults and works with the Executive Sous Chef, Catering Director, Director of F&B and other key staff to develop menus for all Club events.
- Maintains and updates food cost sheets and prep sheets for all menu items and catering packages. Assists and maintains efficient and effective cost control systems.
- Ensures the quality of all food products brought into the Club, working closely with vendors to negotiate pricing and contracts, addressing issues with product quality concerns promptly.
- Assists with food preparation, line service and expediting when needed.
- Ensures that ordering is completed as needed and that all invoices are properly coded and submitted in a timely manner.
- Conducts a monthly inventory of all food & sundry items throughout all kitchen outlets, dry storage areas, and cold food storage areas. Promptly submits each month's food inventory so that errors can be investigated and cross-checked quickly if questions arise.
- Forecasts, budgets and creates action plans pertaining to F&B operation.
- Ensures he/she is accessible to the membership and pro-active in getting to know the membership and club staff; engaging with the membership by periodically walking the dining room and hosting special events to connect with the membership such as cooking classes.
- Able to effectively manage to meet target food sales goals, cost of goods sold, and labor budgets.
- 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 final delivery of the end-product, while working closely with the Front-of-House team.
- Ensures timely production, proper ordering, labor management, sanitation quality and proper scheduling
- Responsible for maintaining exemplary kitchen sanitation, cleanliness and safety programs while building a positive working relationship with the Utah County Health Department;
- Oversees employee meal program, as it is an integral part of maintaining a high level of employee morale, by providing nutritious meals on schedule
- Constantly assesses staffing needs and pro-actively adjusts labor to coincide with projected revenues.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures through daily lineups or other communication

methods.

Desired Qualifications/Experience/Certification/Education

- Culinary degree from a four-year college or university and/or equivalent work experience in a related kitchen environment
- Five or more years of professional cooking experience with at least two of those years in a culinary leadership position in the private Club, resort, and/or hotel industry.
- Experience supervising a staff/team of Chefs, cooks, and dishwashers and verifiable history of mentoring, training, and developing leaders.
- Proven ability to work well within a team environment, having strong leadership skills, a pleasant, positive, and responsive manner.
- Demonstrated strong organization skills, attention to detail and ability to adapt to various situations/needs quickly.
- Demonstrated strong oral, written, and interpersonal communication skills.
- Demonstrated ability to follow through on commitments and meet deadlines.
- Certified Executive Chef certification or desire to obtain one.
- Experience in fine dining, casual dining, multi-unit, & banquet environments.
- Computer literate with working knowledge of MS Excel, MS Word and Outlook.
- Financial acumen appropriate with calculating cost of goods, menu cost analysis, and budgeting processes.

CONTACT INFORMATION

Interested candidates should submit a compelling cover letter, resume, and salary requirements to Todd Miller (Director of Food and Beverage) (todd@riversidecountryclub.org) with the promise of utmost confidentiality NO LATER THAN November 15. NO PHONE CALLS PLEASE.