



Candidate Profile

Executive Chef

The Forest Club

Houston, Texas www.forestclub.org



Organization

Founded in 1946, by some of Houston's oldest and finest families, The Forest Club's guiding principle has always been to create a comfortable environment where friends and family can gather, dine and enjoy recreational activities. A place where the staff knows your name and greets you warmly each visit. Today, Club members and their families continue to enjoy the congenial social atmosphere while utilizing the pool and exercise facilities, playing tennis, participating in special events, and dining on cuisine considered by many to be the best in Houston. As is the case with many of the finer clubs in the country, The Forest Club enjoys a wonderful sense of "Community" that exemplifies the club's focus on family and tradition.

The Forest Club features a charming, neighborhood clubhouse with several indoor and outdoor dining options. The club also has clay and hard surface outdoor tennis courts, outdoor pool, and a fitness center.

- Annual Gross Revenues of \$5 million.
- Annual Food and Beverage revenues \$2.1 million.
- 460 total members.
- 50 total staff, eight staff in the kitchen.

Responsibilities

The Forest Club seeks a dynamic and accomplished culinary professional to provide quality and hands-on leadership to a dedicated kitchen staff. With the club's high and exacting standards, the professional must possess the background, skills, and creativity necessary to enhance member dining for all tastes as well as be able to develop and execute events, traditional club functions, and still be on the cutting edge of culinary trends. The ability to make critical choices in menu development, to work "hands on" with the staff, and to **mentor, train and lead is essential**. Strong administrative, human resources, and financial management skills are also critical in controlling food and labor costs and producing consistent operating results. High energy, positive attitude, passion, integrity, vision, and superior communication ability are highly valued traits for the position. Club menus range from traditional club offerings to current ethnic trends and casual favorites, with a nod to New Orleans in particular. Duties include:

- All culinary administrative functions: recruiting, hiring, cross training and scheduling of staff.
- Timely and meaningful reviews for the staff in accordance with club policy.

- Establishment of departmental operating policies to be coordinated with the club's general operation policies.
- Develop and introduce new menus for all dining areas ranging from club casual and formal dining as well as all banquet offerings, rotating menu offerings on a periodic basis to meet member expectations.
- Establish standardized recipes and specifications to insure a high level of consistency every day, especially in a la carte dining. Oversee daily operations to insure quality as well as consistency.
- Ensure the purchasing of food meets quality standards and is cost effective.
- Ensure a highly professional atmosphere in the kitchen and storeroom with an emphasis on cleanliness, order, sanitation, security, and safety.
- Prepare and monitor the annual kitchen budget.
- Closely monitor food and labor cost against budget.
- Establish and maintain effective cost control measures for both food as well as labor; again within the constraints of the budget.
- Oversee the accuracy of bi-weekly payroll.
- Actively solicit the feedback of the kitchen staff, service staff and members as to all menu offerings. Foster an atmosphere of cooperation and mutual respect for all employees. Participate in daily line ups for the culinary and service staffs.
- Attend and participate in staff and Committee meetings as directed.
- Participate on a peer level with all department heads.
- Work with the staff, members and Committees to plan and execute private as well as club events.
- Communicate consistently with the GM/COO to ensure the operation is managed efficiently.
- Undertake special projects as assigned.

Requirements

- A minimum of five years as an Executive Chef, Executive Sous chef, or Sous Chef in a high-end, high volume resort, hotel, or Platinum level private club and responsibility for multiple venues.
- A thorough working knowledge of a variety of cuisines to include current and regional trends as well as traditional club fare.
- A career path marked with stability and the logical progression of title and responsibility.
- A career path marked with verifiable accomplishment as a team builder and leader.
- A culinary or related degree is expected from a well-regarded culinary institution. A four-year culinary degree is preferred.
- A CEC designation or the active pursuit thereof is also strongly preferred.

- Impeccable and verifiable references. All candidates will be subject to a comprehensive background review.

Competitive Compensation and Benefits

- A base salary and performance bonus potential.
- Professional dues and education expenses with the emphasis on continuing education.
- Standard club executive benefits to include health, dental, vision, and life insurance.
- 401k and Long Term Disability.
- “Dining Comparison” budget.
- Relocation.

Professionals who meet or exceed the established criteria are encouraged to contact:

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