

## **The Commons Club Executive Chef Position**

The Executive Chef opportunity at The Commons Club at The Brooks is an excellent opportunity for candidates with a proven track record of leadership and culinary skills. This opportunity is best suited for candidates who have an exceptionally steady work-record, exhibit thoughtful leadership skills, communicate clearly, and exhibit consistent execution.

Most especially, The Commons Club offers our employees and managers a specific work life that enables each person to also have a strong 'outside the Club' personal life. We believe family comes before work. Although we work hard in the January – April season, the off-season presents three off days per week and only the dinner shift on the remaining four open days.

The Brooks was built by the Bonita Bay developer – with the same high standards. The Commons Club serves as a central hub for five gated communities in The Brooks. The communities host their own golf and country club amenities. TCC complements a resident's lifestyle by also offering a remarkable Health & Lifestyle Center/Spa, Enrichment Center, Private Beach Club on Little Hickory Island, Pickleball, The Rookery Restaurant, and numerous outdoor activities. The average tenure of our leadership team members is 12 years. The GM of 13 years, is a CEC, but allows the culinary team to fully lead and manage the Rookery.

### **THE COMMONS CLUB BY THE NUMBERS**

- 2600 memberships
- One Club Restaurant – One Beach Club for catered events
- \$5 M Total Club Revenue
- \$1.2 M Total F&B Revenues
- \$825 K Food revenue
- \$286 K Beverage revenue
- 90% a la carte 5% events 5% banquets
- 6-10 kitchen employees
- 30k Total Covers (lunch/dinner)
- 200 Daily Covers (L-D)
- 41 % food cost
- 26 % kitchen labor cost
- 62 % total restaurant labor cost
- 68 Average Age of Membership
- 85 Total Employees at The Commons Club (seasonal)
- Restaurant In-season Hours: Tue-Fri L&D + Sat D
- Restaurant Summer Hours: Tue-Fri D

### **THE COMMONS CLUB ROOKERY RESTAURANT**

#### **ORGANIZATIONAL STRUCTURE**

The Executive Chef (Chef) reports to Joseph Archazki, General Manager. The kitchen team has approximately 10 kitchen members, all reporting directly to the Chef. The team includes sous chef, line cooks, lunch cooks, prep, and steward. The FOH is managed by a long-standing Restaurant Manager.

## **EXECUTIVE CHEF JOB DESCRIPTION**

The Chef is a key leader on an experienced food and beverage team who is responsible for the execution of cuisine to the diverse membership. This role demands seamless and consistent standards for the culinary excellence the club is known for.

### **LEADERSHIP**

- Be a collaborative team player who is willing to work with and train each member of the team doing whatever it takes to deliver the best Member experience.
- Empower the culinary team and delegate appropriately, so they can focus on growth; be confident that the operation can run well in Chef's absence.
- Be an active recruiter of team members and someone who inherently enjoys developing and building his/her team and leading them to significant, positive membership satisfaction outcomes.
- Have a passion and aptitude for teaching and training all food service personnel, working, as necessary, with the staff directly responsible for operations.
- 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.
- Maintain existing 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 continually exceeds the expectations of Members and guests.
- Maintain physical presence during times of high business volume.
- Create a welcoming, approachable, and inclusive kitchen atmosphere for all club staff based on mutual respect.

### **OPERATIONS**

- Maintain existing standard recipes and techniques for food preparation and presentation that help to assure consistent high-quality food.
- Maintain a rotation of varied food offerings which feature global cuisines. Evaluate food products to ensure that quality standards are always attained.
- Maintain opening and closing cleaning checklists for each area/station within the kitchen and develop a weekly/monthly cleaning checklist.
- 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.

### **FINANCIAL**

- Plan menus for all food outlets in the club and for special occasions and events. Schedule and coordinate the work of chefs, cooks, and other kitchen employees to assure that food preparation is economical and technically correct, and within budgeted labor cost goals.
- Consistently monitoring payroll and labor resource allocations to ensure they are in line with financial forecasting and goals, the club has a strong finance department that provides monthly updates to the Chef.
- 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.

### **CANDIDATE QUALIFICATIONS**

- 3+ years of Executive Chef experience or 5+ years as Sous Chef experience.
- Exposure to a private club or 4-star hotel/resort experience is preferred.
- Is a strong and passionate leader and culinary professional with a proven track record of providing high-level services. The Chef must be passionate about their craft and inspire those around him or her with that energy and passion.
- Has a successful track record of controlling costs, standardizing recipes, and planning budgets, and has the skills necessary to perform all kitchen tasks and train others to properly execute those tasks. The Chef leads by example.
- Must have computer skills including but not limited to Microsoft Outlook, Word, and Excel.
- Is a well-respected member of the leadership team and community team and can generate thoughts and ideas that result in increased sales and improved membership satisfaction.

### **EDUCATIONAL, CERTIFICATION, AND WORK QUALIFICATIONS**

- A culinary arts degree from an accredited school is preferred.
- Certified Executive Chef (ACF) or Pro Chef (CIA) certification is preferred.
- Certification in food safety is mandatory.
- Minimum 2 to 4 years of employment at each previous job/position. Consistent career advancement with minimum time gaps between places of employment.

### **COMPENSATION AND BENEFITS**

- Compensation based on qualifications is in the \$100,000 to \$115,000 range +10% performance bonus.
- Health Insurance, 401k, Holiday Bonus, Dental/Vision ++

Please send resumes to Joseph Archazki, CEC CCM at: [josepha@thecommonsclub.com](mailto:josepha@thecommonsclub.com)  
Inquiries will be kept confidential.