



Flagstaff Ranch Golf Club Executive Chef

POSITION OVERVIEW

Flagstaff Ranch Golf Club in Flagstaff, Arizona is excited to announce the exceptional career opportunity of an **Executive Chef**. Qualified candidates must thrive in a hospitality environment and be highly focused on providing superior service to the club's members and guests. The position start date is **ASAP**.

The Executive Chef is responsible for the overall leadership, recruitment, and development of the culinary team, all food production, including food sold in the restaurant, banquets, and seasonal venues on the golf course. The successful candidate will develop menus and recipes, oversee all purchasing, and management labor budgets for the culinary team.

Special responsibilities include utilizing innovative and creative ideas to enhance the food and beverage experience while directing a team of professional associates to create the culture of excellence. The Executive Chef will maintain the highest professionalism with all those that they interact with, will adhere to the Club's service standards as they relate to the operation. The ability to communicate effectively, verbally and in writing, is a requirement for this highly interactive and engaging position. This position reports directly to the Food and Beverage Director and participates as a member of a strong, management team.

CLUB OVERVIEW

Flagstaff Ranch Golf Club is an 18-hole private, member-owned Club located in Flagstaff, Arizona and is ranked by Golf Digest as a Top 20 golf course in Arizona and the 97th ranked residential community in the United States by Golfweek. The Club sits at over 7,000 feet in the middle of North America's largest Ponderosa pine forest while enjoying summertime temperatures 30-40 degrees cooler than Phoenix. Opening in 2003, Flagstaff Ranch has established itself as a premier golf club and community. Our Club was created for those who love dramatic views, mountain wildlife, and a welcomed respite from the hustle, bustle and heat of urban life.

Flagstaff Ranch Golf Club was designed by US Open Champion Jerry Pate; the golf course boasts dramatic mountain views while playing to a par of 71 and measures 7,160 yards. The Club membership consists of 400 full family memberships that play 13,000 rounds during our six-month golfing season. The membership enjoys a world class golf shop and practice facility, a 26,000 square foot clubhouse, locker room facilities, club storage, fitness center, swimming pool, tennis/pickleball courts, youth activity center and kids play ground, and a full-service food and beverage operation.

Flagstaff is a historic community and is home to Northern Arizona University and its 27,000 student body. Flagstaff offers a vibrant and active downtown environment full of exciting restaurants, shops,

concerts, and summer activities. Located just 45 minutes from both Sedona and The Grand Canyon. Flagstaff and Northern Arizona offer a multitude of activities for everyone to enjoy.

KEY RESPONSIBILITIES

Operations

- Clearly understand the metrics for successful attainment of member satisfaction expectations, 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.
- Prepares necessary data for applicable parts of the budget; projects annual food, labor and other costs and monitors actual financial results; takes corrective action as necessary to help assure that financial goals are met.
- Assist the Clubhouse Manager developing and monitoring the F&B budget and procedures to provide direction and controls for F&B operations and costs; implement corrective procedures as necessary to help ensure budget goals are attained.
- Consults with the Food & Beverage Director about food production aspects of special events being planned.
- Interacts with food and beverage management to assure that food production consistently exceeds the expectations of members and guests.
- Reinforce established and/or create standard operating procedures and processes for all dining areas.
- Keep current on all matters pertaining to the food and beverage industry.
- Approves the requisition of products and other necessary food supplies.
- Plans menus for all food outlets in the club.
- Cooks or directly supervises the cooking of items that require skillful preparation.
- Develops standard recipes and techniques for food preparation and presentation which help to assure consistently high quality and to minimize food costs; exercises portion control for all items served and assists in establishing menu selling prices.
- Establishes controls to minimize food/supply waste and theft.
- Support safe work habits and a safe working environment at all times.
- Ensure adherence to, and compliance with, all health, safety, liquor consumption, and all other food and beverage requirements.
- Evaluates products to assure that quality, price and related goods are consistently met.
- Ensures that high standards of sanitation, cleanliness and safety are maintained throughout all kitchen areas at all times.
- Safeguards all food preparation employees by implementing training to increase their knowledge about safety, sanitation and accident prevention principles.
- Perform other duties as directed.

Leadership

- Be a positive and enthusiastic motivator and team member.
- Ability to interact positively with supervisor, management, coworkers, members, and the public to promote a team effort and maintain a positive and professional approach.

- Work in coordination with other department leaders to ensure consistent standards result in high member satisfaction.
- Be a collaborative team player who is willing to be “hands on” when necessary but understands when to step back and lead the team.
- Ability to come to work regularly and on time, to follow directions, to take criticism, to get along with co-workers and supervisors, to treat co-workers, supervisors and members/guests with respect and courtesy, and to refrain from abusive, insubordinate and/or violent behavior.
- Be the primary coordinator of culinary team hiring, orientations and creating a culture of teamwork, training, menu development, and the supervision of associates to ensure all is done in accordance with approved Club policies and is compliant with governmental regulations.
- Hold regular staff meetings 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.
- Ensures proper staffing for maximum productivity and high standards of quality; controls food and payroll costs to achieve maximum profitability.
- Ability to produce a high volume of work in a timely manner, which is accurate, complete, and of high quality.
- 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 clubhouse facilities.
- Have a passion and aptitude for teaching and training for all food service personnel, working, as necessary, with the staff solely responsible for operations.
- Ensure associates clearly understand performance expectations and assigned tasks are reasonable, well-conceived and appropriately conveyed. Provide resources necessary to allow employees to perform their jobs effectively and be fair and firm in adherence to club policy and procedure.
- Establish and consistently enhance operating standards for personnel in areas of responsibility and consistently evaluate knowledge, understanding and execution to these high standards.
- Conduct and/or oversee training programs for food service personnel on various issues including service techniques, knowledge of menu items and daily specials, sanitation, team building and conflict resolution; regularly test and evaluate knowledge and understanding of these expectations.
- 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.

Member and Guest Service

- Frequently visits dining area when it is open to welcome, interact, and develop relationships with members.
- Have a strong and highly visible and respectful presence with the membership, be an exceptional communicator, have adroit interpersonal skills, and the maturity to instinctively know how to treat members and guests with a high-level of service. He or she must be able to communicate these expectations to a staff with diverse backgrounds and motivate them positively to understand and execute those expectations.
- Be responsive to members’ requests and strive to find creative ways to accommodate reasonable requests.

- Work with the House Committee and when appropriate the Board of Directors in ensuring maximum member satisfaction.

QUALIFICATIONS

Candidate must have a minimum of five (5) years hospitality managerial experience preferably within an upscale environment (resorts, fine dining, or private equity golf clubs). Candidate needs a proven record of strong food and beverage operations as well as training/development. Candidate must also have prior experience in hiring and training. Previous experience in menu planning and budgeting is a critical component to an individual's success in this role.

EDUCATION

Bachelor's degree (B. A.) from four-year college or university; or four years related experience and/or training; or equivalent combination of education and experience. Preferred candidates will have a Bachelor's degree in Hospitality Management or applicable industry experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, committees, suppliers, members, and employees.

COMPUTER SKILLS

Working knowledge of various computer software programs.

COMPENSATION & BENEFITS

Salary range is \$75,000 to \$85,000. Performance bonus based on criteria established by Clubhouse Manager. The standard benefits package applies in addition to continued training and education allowance.

Please email/mail a thoughtful cover letter, resume, and reference list to:

Eric Slack
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