



### Position Profile

**Position:** Executive Chef

**Position Summary:** Responsible for all food that is produced at the facility

**Reports to:** General Manager                      **Facility:** Private – Corporate Owned

**Committee Oversight:** MAC                                      **2017 Revenue:** \$1,500,000

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### CLUB DESCRIPTION

With its lush meandering fairways, avenues of majestic oaks and serene surroundings, Kemper Lakes Golf Club located in Kildeer, Illinois exudes a classic golf ambiance steeped in tradition. Tradition that provided the backdrop for the 2018 KPMG Women’s PGA Championship, 1989 PGA Championship, four Grand Slam of Golf events, six Senior PGA tour events and the USGA Woman's Amateur Championship.

A dramatic, sprawling layout designed by renowned architects Ken Killian and Dick Nugent; Kemper Lakes features expansive lakes, pristine meadowlands and historic stands of oak. A recently completed, three year bunker renovation project by Rick Jacobson provides new challenges to the course, testing players of all skill levels. The par 72, 7,217-yard course offers golf purists an exceptional environment in which to enjoy the game and revel in a nostalgia-laden history that includes players like Tiger Woods, Arnold Palmer, Jack Nicklaus, Annika Sorenstam, Greg Norman, Hale Irwin and the 1989 PGA Champion, Payne Stewart.

Our timelessly designed clubhouse delivers a spacious yet intimate atmosphere with warm, engaging décor that provides an ideal setting for member and guest dining, as well as hosting 50+ high quality special events annually. The clubhouse has four excellent dining areas that are deployed daily for member and guest dining, member events and non-member special events. These areas include the Payne Stewart room with seating for 40, the main dining room with seating for 75, the special event room with seating for 220, and a scenic outdoor dining space with seating for 60.

For over three decades Kemper Lakes Golf Club has been recognized as one of the finest pure golf facilities in the country and having played host to some of golf's most storied events.

### FOOD & BEVERAGE OBJECTIVE

The summary objective for Food & Beverage is to provide an outstanding dining experience and deliver Championship Service to all members and guests. **To go above and beyond to make every member and guest feel special and part of an outstanding club.**



## **POSITION DESCRIPTION**

The Executive Chef is responsible for all food that is produced at the facility. Key components of the position are menu development, food purchasing specifications and recipe development to support all areas of the Food & Beverage operation. The position also includes developing and managing the annual business plan. Reports to the General Manager.

## **Essential Job Functions**

- Delivers and promotes prompt, courteous and friendly service to all members, guests and employees.
- Hires and trains the kitchen staff. Motivates the staff and supervises the kitchen work on a daily basis.
- Plans menus (with Club Manager) for dining room, snack bar, banquet room (weddings and parties), taking into consideration: food cost, variety, popularity and trends of various dishes, seasonal choices, health consciousness and other factors.
- Schedules the work of all kitchen employees to assure that labor costs fall within the guidelines of budgeted expense.
- Approves and orders the purchase of products necessary for production.
- Ensures that high standards of sanitation and cleanliness are maintained throughout the kitchen areas at all times.
- Establishes controls to minimize food and supply waste and theft.
- Safeguards all food preparation employees by implementing training to increase their knowledge about safety, sanitation and accident prevention.
- Sets standards for presentation of food for all dining room menus.
- Exercises portion control over all items served and assists in setting menu selling prices.
- Plans menus and costs of menu items for private parties booked for members or those sponsored by members.
- Assists General Manager in the preparation of budgets in his/her area of responsibility.
- Projects annual food costs and labor costs and monitors actual results; takes corrective action where necessary to help assure that financial goals are met.
- Cooks and directly supervises the cooking of items that require skillful preparation.
- Evaluates food products to assure that quality standards are consistently maintained.
- Plans and manages employee meal program.
- Must be ServSafe Certified.
- Must be able to lift up to 50 pounds.



Based on the unique club characteristic and the expectations of the membership, the skill set necessary for the Position Profile would be defined and ranked as follows:

1. Technical	This is the most important skill set necessary for achieving success.
2. Problem-solving & Creativity	Be able to manage event changes, think of new events and do whatever it takes to make sure they are successful.
3. Business	Core business and event management skills are key element of the position. Must be able to manage the department as a business.
4. Planning & Organizing	This is a large property with dynamic objectives, a significant budget and a large event calendar.
5. Teamwork	The position must be able to effectively work with others including the other department heads.
6. Experience	Required for successfully managing the many demands of the position beyond just team management, member dining and events.
7. Leadership & Management	The size of the department puts a premium on leadership and management skills.
8. F&B / Hospitality Knowledge	Required in order to understand and embrace the objectives for the Food & Beverage Department, and to bring the experience necessary to improve the existing process.
9. Effective Communication	Imperative to bridge the gap between the GM, department heads and the membership.
10. Pedigree	The is an important factor for initially building membership confidence in the position.



## **SKILL SUMMARY**

The candidate for the position of Executive Chef must possess the entire skill set. The organizational structure of the Food & Beverage Department provides for significant management support in the form of sous chef, cooks, dish washers, etc., plus both front of the house and special event support. Based on the overall expectations for the position and the department, it is imperative that the candidate excel in the following skills:

- Technical Skills
- Leadership & Management
- Communication
- Teamwork

To be successful in the position the candidate must be able meet member expectations and work effectively as a part of the Club management team and upgrade communication. This will require an overall team effort.

## **POSITION PROFILE SUMMARY**

Kemper Lakes Golf Club desires to employ an individual that has all of the traits listed above and in fact, displays all of these traits at the highest level imaginable. The individual that ultimately is chosen for this position will at all times, both on and off the property, conduct themselves in a most professional way, physically and morally.

The most obvious demand on this individual will be to have personal relationships with each and every member. He/she will be afforded every tool and resource to accomplish this lofty goal. This work will be accomplished by leading a well-trained, highly qualified group of people that will also understand and embrace this goal.

Equally important for this individual is to understand and carry out the level of communication that it takes to produce the final product that exceeds the membership's expectations. This communication will start with the crew that forms the Kitchen staff, includes the remainder of the Food & Beverage team, the General Manager and ultimately, the general membership.

For more information, visit [www.kemperlakesgolf.com](http://www.kemperlakesgolf.com).