

# KOPPLIN KUEBLER & WALLACE

THE MOST TRUSTED NAME IN EXECUTIVE SEARCH AND CONSULTING

## EXECUTIVE CHEF PROFILE THE COUNTRY CLUB OF JACKSON JACKSON, MS

### EXECUTIVE CHEF AT COUNTRY CLUB OF JACKSON

The Executive Chef position at The Country Club of Jackson (CCJ) is an exceptional opportunity to work at a progressive, family-focused club, in a beautiful, centrally located, and affordable part of Mississippi. This is an amazing opportunity for candidates with great leadership and culinary skills to serve over 1,100 member-families at this premier club in a location that has a great quality of life and truly the opportunity to achieve a work life balance. This club offers it all: a variety of *a la carte* dining venues, extensive and busy banquet operations, multiple kitchens, a high-performing team, and a national PGA Tour tournament every year! The club has built a much loved and supported culinary program of Modern American Cuisine with global influences. The ideal candidate will have Club experience in a similar sized operation and exceptional culture and team building skills.

[Click here to view a brief video about this opportunity.](#)

### THE COUNTRY CLUB OF JACKSON & COMMUNITY

In 1914, a small group of businessmen purchased 100 acres off Clinton Boulevard, five miles west of town, to organize The Country Club of Jackson. Through the past 100 years, the club has grown through a series of renovations and expansions to become what it is today: a full-service, family-centered, destination country club. Situated on approximately 500 acres of rolling terrain, the Country Club of Jackson is a family-focused, private, member-owned country club. Members enjoy the finest of amenities and services; including an expansive clubhouse with both formal and casual dining rooms, a popular adults-only lounge; 27 holes of championship golf complete with a full array of practice facilities, 12 lighted tennis courts (eight soft courts and four hard courts) and eight pickleball courts, an aquatic center that includes a splash zone and custom-made water slide, and a state-of-the-art fitness center and spa. The club is home to the annual PGA Tour's Sanderson Farms Championship each fall.

The city of Jackson, known as the "City with Soul" because of its "perseverance and triumphant spirit," is steeped in southern culture and is a mecca for artists and musicians (from classical to inspirational, home-grown gospel, blues, jazz, rock 'n roll, R&B and more). The city also has a vibrant food and cultural scene.

### THE COUNTRY CLUB OF JACKSON BY THE NUMBERS

- 1,100 members (Membership is capped)
- \$25,000 initiation fee
- \$8,000 annual dues
- \$3.5 M F&B volume
- 40% *a la carte*/60% banquet
- 36 kitchen employees
- 4 kitchens (*a la carte*, banquet, Turnhouse, and pool)
- 52 average age of members
- Annual PGA Sanderson Farms Championship
- Upcoming Capital Improvement plan including full *a la carte* kitchen renovations

### THE COUNTRY CLUB OF JACKSON MISSION STATEMENT

*"The mission of the Country Club of Jackson is to provide the finest social environment, food, and recreational facilities possible for those individuals who share a common interest. Membership into the club is by invitation only, without regards to sex, race, religious affiliation or national origin."*

**THE COUNTRY CLUB OF JACKSON WEBSITE:** [www.ccjackson.com](http://www.ccjackson.com)

## **FOOD & BEVERAGE OPERATIONS**

Magnolia Grill offers a relaxed dining experience for the whole family. In good weather the Terrace is open. The club offers a Thursday night buffet which features action stations and global cuisine. The Magnolia Grill seats 96 and in summer months the Terrace additionally seats 72. The Magnolia Grill is open Tuesday through Sunday from 10:00 a.m. to 9:00 p.m.

The Onyx lounge is a hub of activity for the highly social Membership, taking no reservations this bar and lounge is one of the club's greatest assets. It is the most popular a la carte dining room at the club and its ambiance is second to none. Members (21 years and older) can relax at the bar or sit by the fireplace and watch their favorite sporting events on one of three flat-screen televisions. The Onyx offers dinner on Tuesday through Sunday. Seats 60.

T.J.'s 19<sup>th</sup> Hole, which seats 72, is open for lunch and dinner, Tuesday through Sunday.

Golfers playing on the Dogwood, Azalea or Cypress can enjoy a quick snack at The Turnhouse which is located on the bottom floor of the fitness center; between hole # 9 and # 10. It is open every day in season and serves breakfast, lunch and early dinner, closing at 6:30 p.m.

The pool snack bar is open from Memorial Day to Labor Day on Tuesdays through Sundays for lunch and dinner. It has seating for approximately 100 members and guests.

Café 1914 is open Tuesday – Sunday 7am – 9pm and features a patio and areas for Members to work while enjoying Coffee from a barista, grab n go, pastries, house made ice cream, and cookies.

Banquet operations at Country Club of Jackson is an important segment and sense of pride. The CCJ does not use hot boxes. They "plate and go," providing members and their guests with fresh, quality, hot food. The CCJ receives high marks for their food and service, particularly in the banquet department. The Club is known in the market as the best for event food quality and service.

The CCJ private dining rooms include the Meridian Room (seats 60), Tupelo Room (seats 60), Biloxi Room (seats 60) and the Laurel Room (seats 120). These four rooms have airwalls that can be opened to create the Main Ballroom which seats up to 550. Additional private dining rooms include the Natchez Room (seats 64), Faulkner Lounge (seats 56), Vicksburg Room (seats 96), and the Executive Room (seats 16). The Foyer, Reception, and Lobby are used for cocktail reception areas prior to events. Receptions can range from 12 people to over 1,200 people.

The Ballroom is set up on Sundays for the CCJ's popular Sunday Brunch Buffet featuring omelet and waffle stations.

Country Club of Jackson hosts PGA Tour's [\*Sanderson Farms Championship\*](#) each fall which on average draws 5,000 spectators per day. Typically, this event generates over \$800K in F&B revenue for the week in banquet business! The club hosts an average of 15 weddings a year.

## **ORGANIZATIONAL STRUCTURE**

The executive chef reports to the clubhouse manager and has approximately 36 kitchen team members with seven reporting directly to the executive chef. The talented culinary team includes a chef de cuisine and three sous chefs, and pastry team. There are four kitchens at Country Club of Jackson including the *a la carte* and banquet kitchens in the clubhouse and satellite kitchens at the Turnhouse, and pool. The kitchens were last renovated in 2008. The *a la carte* kitchens will be part of a capital improvement plan that is in its conception.

## **EXECUTIVE CHEF JOB DESCRIPTION**

The executive chef (EC) is a “courageous thought partner” on the food and beverage team, a key contributor who brings both classic and innovative foods and techniques to the well-traveled CCJ membership. A passionate teacher who enhances the abilities of his or her staff and fosters an air of creativity throughout the culinary team. The EC is the culinary “Cheerleader in Chief,” recognizing his or her subordinates and highlighting their achievements, while always maintaining the high standards her or she sets at the CCJ.

### **Leadership**

- Be a collaborative team player who is willing to work with and train the team each day 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 operation can run well in EC’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 for 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.
- Engage with, observe, learn, and listen to the Members and staff. Earn Member trust by instilling confidence through continued enhanced operations, interaction, visibility, and consistency.
- Remain current and continue education regarding diverse and new culinary trends and cuisines.
- Maintain physical presence during times of high business volume.
- Have a sense of “fun and approachability” and maintain a calm under pressure “cool demeanor” in all situations, the club and culinary team have a strong family culture.
- 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 assure 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 easily accessible location.

### **Membership**

- Have a heart for hospitality, embrace, appreciate, promote, and elevate the friendly, sophisticated and grace of the team at CCJ Club.
- Be comfortable and happy engaging with Membership with menu planning and throughout the F&B outlets at the Club, visiting tables and engaging with Members welcoming all feedback.
- Be responsive to Members’ requests for menu selections, event planning, etc.
- Be creative and not afraid to take chances with new menu items, the Members are accustomed to and enjoy trying a range of global cuisine.

### **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 monitor payroll and labor resource allocations to ensure they are in line with financial forecasting and goals, the club has a strong finance department that provide monthly and bimonthly updates to the EC.
- 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.

#### **INITIAL PRIORITIES OF THE EXECUTIVE CHEF**

- Build relationships with the Culinary and FOH teams. Learn about the teams' individual backgrounds and experiences to continue a well-established lead with care culture.
- Listen to staff and members. Learn names and culinary and dining requirements (allergies, etc.) and preferences.
- Review, evaluate, and revise a la carte menus. Find and maintain a balance of consistently executed Club favorites with new and innovative menu options
- Continue to raise the bar with events by infusing creativity and variety into club favorites.

#### **CANDIDATE QUALIFICATIONS**

The successful candidate:

- Is a strong and passionate leader, team builder and culinary professional with a proven track record of providing high level services. The EC must be passionate about their craft and inspire those around him or her with that energy and passion.
- The EC is a lifelong learner and instills that characteristic into his or her team.
- Is extremely organized to successfully manage and lead multiple *a la carte* and banquet venues simultaneously as well as prepare for and execute a successful Sanderson Farms Championship tournament.
- Has a successful track record of controlling costs, standardizing recipes, planning budgets and the has the skills necessary to perform all kitchen tasks and training of others to properly execute those tasks. The EC leads by example.
- Is a visionary and trend setter yet understands and respects the club's long-standing culinary traditions and is able to balance both in creating menus, specials, and banquet offerings.
- Must have computer skills including but not limited to Microsoft Outlook, Word, and Excel. Experience with Clubessentials POS software is a plus. Experience communicating with and engaging members and/or customers using social media is a plus.
- 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 QUALIFICATIONS**

- Has 5+ years of luxury culinary experience as an Executive Chef or an Executive Sous Chef in a large operation, multi outlet experience a must. Preferably, has a culinary or related degree.
- Successful experience in both *a la carte* and banquet operations.
- A culinary arts degree from an accredited school preferred.
- Certified Executive Chef (ACF) or Pro Chef (CIA) certification is preferred.
- Certification in food safety is mandatory

#### **EMPLOYMENT ELIGIBILITY VERIFICATION**

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

#### **SALARY AND BENEFITS**

Salary is open and commensurate with qualifications and experience CCJ Club offers an excellent bonus and benefit package including professional development.

### **INSTRUCTIONS ON HOW TO APPLY**

Please upload your resume and cover letter, in that order, using the link below. You should have your documents fully prepared to be attached when prompted for them during the online application process. Please be sure your image is not present on your resume or cover letter; that should be used on your LinkedIn Profile.

**Your letter should be addressed to:** Mr. Patrick Joyce, CCM, General Manager/COO and Clearly articulate why you want to be considered for this position at this stage of your career and why The Country Club of Jackson and the Jackson area will likely be a “fit” for you, your family and the club if selected.

**IMPORTANT:** Save your resume and letter in the following manner:

“Last Name, First Name Resume”

“Last Name, First Name Cover Letter”

(These documents should be in Word or PDF format)

Note: Once you complete the application process for this search, you are not able to go back in and add additional documents.

[Click here](#) to upload your resume and cover letter.

If you have any questions, please email Holly Weiss: Holly@kkandw.com

### **LEAD SEARCH EXECUTIVE**

Annette Whittley, Search Executive

561-827-1945 (M)

annette@kkandw.com

Lawrence McFadden CMC, Search Executive

239-963-6888 (M)

lawrence@kkandw.com