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EXECUTIVE CHEF PROFILE:

BERKELEY HALL CLUB

BLUFFTON, SC

EXECUTIVE CHEF BERKELEY HALL CLUB

An outstanding opportunity exists at Berkeley Hall Club for candidates with a proven track record of leadership and excellence in culinary operations management within private clubs or high-end establishments in the hospitality industry. Ideal candidates will have demonstrated success in leading high-quality, multiple, and diverse a la carte operations, including banquet events. Successful candidates will possess a history of leading consistent, high-quality, innovative, creative culinary operations. Recognized as one of the premier clubs in the United States, Berkeley Hall Club is committed to maintaining a balance of tradition, inclusiveness, and modern relevance, while continually innovating to deliver exceptional experiences to its membership. The successful candidate will have the opportunity to lead and shape these initiatives, contributing to the club's reputation as a leader in culinary excellence.

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

BERKELEY HALL CLUB & COMMUNITY

Berkeley Hall Club, a distinctive private golf community edged on the banks of the pristine Okatie River in Bluffton, South Carolina – the heart of the coastal Lowcountry – is a world with a casually inviting and active lifestyle that sets the standard for all private communities. Just minutes from Hilton Head Island, the 980-acre property is unique among top private golf communities. With two world-class Tom Fazio courses and a stunning Jeffersonian-style clubhouse that form the “Core of the Community,” the two walkable classic courses feel more like a golf retreat, with beautiful lagoons and majestic live oaks.

For the families of Berkeley Hall members, the 35,000-square-foot Jeffersonian-style Clubhouse serves as the community's social activity center. The architectural magnificence it conveys from the outside is equally matched by its inviting interior design. Members meet here in the morning over daily complimentary continental breakfasts or in the locker rooms as they prepare for a match on the links. Each day is filled with an active buzz as groups and committees get together as well as family and friends who enjoy multiple dining options. Within the community is The River Park which winds along the banks of the Okatie River. The Community Dock is dotted with egrets and the occasional dolphin sighting. Surrounded by 10 miles of nature trails, Berkeley Hall Greenways travels to the park, over rustic bridges and below moss-draped live oaks.

The culinary scene is a rich tapestry of influences that results in classic flavors and unique interpretations. Berkeley Hall embraces this variety with our six distinctive dining options, each with its own form of informal sophistication and together offering a balanced experience from simplicity to decadence. From the outdoor Veranda to the cordial Tap Room where jokes are shared and stories are embellished, each menu is unique and reflects the bounty of the season.

Berkeley Hall offers several physical pursuits, from golf and racquet sports to swimming, biking, water sports, and more for each member to meet their goals. Throughout the large state-of-the-art training facility members have access to cardiovascular strength equipment, training classrooms, an indoor pool and whirlpool, sauna and steam rooms, spa treatment areas, and a healthy spa café.

BERKELEY HALL CLUB BY THE NUMBERS

- 556 Members
- 60 Average Age of Membership
- Annual Gross Volume is approximately \$18M

- Annual F&B Volume is approximately \$1.6M
- 78% a la carte 22% banquets
- 5 Average Annual Weddings
- 17 Kitchen employees (FTE) including (Executive Sous Chef, Pastry Chef, and Sous Chef)
- 2 Kitchens – in Clubhouse
- POS – Clubessential
- 46 % food cost Target – 47% actual
- Main kitchen renovation to begin December 24' (\$2M)
- 171 total number of club employees

BERKELEY HALL CLUB: www.berkeleyhallclub.com

BERKELEY HALL CLUB FOOD AND BEVERAGE PROGRAM:

Verandah –125 a la carte seating - beautifully designed and implemented in 2022, this multi-function restaurant features lunch and dinner. Innovative working display kitchen, centerpiece bar, and various zones of energy are placed in one family friend space. The Verandah features sliding windows with classic views of the golf course and surrounding areas of the club landscape. The new kitchen design is perfect for the club's Sunday brunch action stations and interactive members' engagement.

Palmetto Room – 75 a la carte or up to 200 catering - classic dining space, utilized for formal dining and space-catered functions. This space connects with the Veranda through sliding walls, perfect for holiday events space and intimate a la carte dining. The kitchen is directly connected to this space for quality access to food delivery.

Tap Room – 60 a la carte dining includes bar - beautiful classic Pub-like feel designed with bar center piece, comfortable booth seating, and casual table dining. The space is open based on seasonal demand for lunch and dinner. The bar is perfect for between meals and perfect for lunch or dining.

Men's Locker Room – 70 a la carte seating classic space with tables for dining, a daily light buffet is offered, with an attended bar. This space is perfect for after and lunch services. Service is traditional between 10 am and 6 pm daily.

Women's Locker Room – elegant space for conversation and relaxation. Light snacks, beverages, and a la carte service are desired.

Berkeley Room – very well-appointed meeting space that is divided between committee meetings and catered functions. This space is open seating and designed to be accommodating to the needs of the membership. Positioned perfectly just off the kitchen access for enhanced culinary excellence in service times.

Wine Lockers – 112 personalized lockers in a temperature-controlled space.

EXECUTIVE CHEF JOB DESCRIPTION

The Executive Chef (EC) is a key leader on an experienced food and beverage team who is responsible for the execution of cuisine to the well-traveled club membership. This role demands seamless and consistent standards for the culinary excellence of the clubs are known for. The next EC will continue a great culinary history, securing wisdom in leadership and defining an authentic style of a strong culinary vision and culture for both clubs. In the club's classic style of succession planning the current Executive Chef will continue with the club in the Executive Sous Chef role, assisting the new EC.

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 the 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 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 ensure 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.
- 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.
- 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; manage OSHA-related aspects of kitchen safety and maintain MSDSs in an easily accessible location.

FINANCIAL

- Plan menus for all food outlets in the Club and special occasions and events. Schedule and coordinate the work of chefs, cooks, and other kitchen employees to ensure 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 and bimonthly updates to the EC.
- 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

- Has a proven track record of high-level restaurant, resort, hotel, or country club dining expertise. 8+ years of culinary experience and 5+ years in a managerial role.
- Successful experience in both *a la carte* and banquet operations in previous hotels, clubs, or resorts.
- Is a strong and passionate leader 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.
- 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 successful banquet events.
- 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 those to properly execute those tasks. The EC leads by example.
- Is a visionary and trendsetter yet understands and respects the club's long-standing culinary traditions and can balance both in creating menus, specials, and banquet offerings.
- Must have computer skills including but not limited to Microsoft, experience with Clubessential POS is a plus.
- A strong relationship builder with a history of collaboration with their GM, Food and Beverage Manager, and other departmental leaders.

- Acutely aware of the delicate menu balance that exists between offering traditional club fare for tenured members and providing innovative options for members that belong to a different demographic.

EDUCATIONAL & CERTIFICATION 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.

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

The salary is open and commensurate with qualifications and experience. The club offers an excellent bonus and benefits package.

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.

Prepare a thoughtful cover letter addressed to Berkeley Hall General Manager/COO Mr. Adam Kushner and clearly articulate your alignment with this role why you want to be considered for this position at this stage of your career and why BHC and the Bluffton, SC area will be beneficial to you, your family, your career, and the Club if selected.

You must apply for this role as soon as possible but no later than Monday, April 22nd. Candidate selections will occur late April with first interviews expected in early May and second interviews a short time later. The new candidate should assume his/her role in late May, or early June.

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

“Last Name, First Name - Resume” &

“Last Name, First Name - Cover Letter – Berkeley Hall”

(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, Bethany Taylor at: bethany@kkandw.com

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