



## **EXECUTIVE CHEF AT CARRIAGE CLUB**

The Executive Chef opportunity at Carriage Club in Kansas City, Missouri, offers an outstanding chance for candidates with a proven track record of leadership and culinary skills to lead the culinary team in serving members at one of the premier private clubs in the area. The club's diverse dining venues, high-end banquet spaces, and busy a la carte dining require candidates with experience in high-quality and high-touch environments frequently enjoyed by the membership.

This role best suits candidates with exceptional organizational skills, steady and thoughtful leadership, and effective communication skills for consistent execution. The Executive Chef will work closely with the well-respected executive team within an exceptional club culture to ensure culinary offerings align with the club's standards of excellence and contribute to an exceptional dining experience for members and guests alike.

If you have a passion for culinary innovation, a commitment to delivering high-quality cuisine, and the ability to lead a dynamic culinary team within an exceptional club environment, we invite you to explore this exciting opportunity at Carriage Club

## **ABOUT CARRIAGE CLUB**

The Carriage Club is a private country club located in the heart of Kansas City, Missouri. Founded in 1956, this historic Club sits on 6.6 acres of beautifully landscaped grounds within the Country Club District, one of Kansas City's most beautiful and historic neighborhoods. The grounds hold a racquets facility with seven hard courts, two clay courts, two paddle courts and four pickleball courts, a fitness and wellness facility, three pools, an ice rink, and multiple outstanding dining establishments. The Carriage Club is staffed by industry professionals, committed to providing superior and discerning service to all members. The Carriage Club is an inclusive private social and recreational club that fosters lifelong friendships and wellness by offering members year-round experiences within exceptional facilities that will endure through sound governance, accountable leadership, and fiscal responsibility."

## **CARRIAGE CLUB BY THE NUMBERS**

- 630 Members Families
- F&B Volume Approximately \$1.9 Million
- 60% a la carte / 40% catering
- Average Food Cost 34%
- 8-15 Weddings Per Year, 200+ Banquet Events
- 52 - Average age of members
- POS system is Club Essentials
- The Club is organized as a 501(c7).

**CARRIAGE CLUB:** [www.thecarriageclub.com](http://www.thecarriageclub.com)

## **EXECUTIVE CHEF - POSITION OVERVIEW**

The Executive Chef (EC) is a key leader within the food and beverage team who is responsible for the execution of cuisine to the club membership. This role demands seamless and consistent standards for culinary excellence. The Executive Chef reports to the General Manager and Assistant General Manager and oversees an Executive Sous Chef, Sous Chefs, and a Pastry Chef plus the entire culinary team.

**SEE FULL JOB OVERVIEW AND DESCRIPTION BELOW**

## **HOW TO APPLY**

Please email your cover letter and resume to [davidn@thecarriageclub.com](mailto:davidn@thecarriageclub.com).

You may also send by mail to:

Carriage Club RE: Executive Chef Search

5301 State Line Road Kansas City, MO 64112

## **CARRIAGE CLUB FOOD AND BEVERAGE PROGRAM:**

**MAIN DINING ROOM:** The Main Dining Room consists of four dining rooms, The Grille Room (seats 26 people), Terrace Patio (seats 32 people), Pine Lounge and Main Dining Room (seats 65 people). This area is open five days a week for happy hour and dinner. The Main Dining room is open from 3:00 PM-9:00 PM and does an average of 10-15 covers a night. The club is looking for ways to help grow the usage in this dining room. This area is planned to be renovated after the Coach House renovation is completed.

**COACH HOUSE:** The Coach House is the heart of the food and beverage program at the club. This building sits between the pool and ice hockey rink and is open year round. During peak seasons this building is open seven days a week for lunch and dinner with occasional breakfast options. This outlet serves over 80% of the clubs a la carte dining business. The Coach House is currently undergoing an expansion renovation. The kitchen will be doubled in size and the dining operations will increase as well. The Coach House has multiple areas including Zamboni Bar (Adult Only, seats 60 people), Sky Box (seats 62 people), Snack Bar (seats 20 people), Outdoor Dining (seats 100 people plus lounge chairs.) The Snack bar renovation will include a coffee shop vibe with a new smoothie and grab and concept.

**CLUB EVENTS:** Carriage Club is a very social club. The Executive Chef will work closely with the food and beverage team to create over 40-50 signature events throughout the year totalling over \$350,000.00 in revenue each year. The club strides to have great and unique brunch buffets and be the trend setters for other clubs in the area.

**BANQUETS:** The Executive Chef will work closely with the Director of Catering to help build and grow the banquet department revenue while providing first class events to the membership and outside membership. The Executive Chef will work with correct individuals to make sure all pricing is up to date in the Catering Guide and will provide updates to it as needed.

**RACQUETS:** The Executive Chef will work to great a grab and go concept in the racquets pro shop and make sure it is maintained and stocked throughout peak seasons.

## **KEY PRIORITIES**

### **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.
- 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 Club essential POS is a plus.
- A strong relationship builder with a history of collaboration with their GM, Assistant 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.

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