

## **Executive Chef at Mount Kisco Country Club**

The Executive Chef position offers an outstanding opportunity for candidates with a successful track record of culinary skills and leadership, serving a diverse family-oriented membership. MKCC is seeking a well-rounded Executive Chef who will be mindful of Club traditions, while exposing the membership to culinary innovation. Building relationships with the membership through a highly visible approach is a crucial aspect of the position.

This role best fits candidates with exceptional organizational skills, effective communication, with a proven leadership style that promotes a welcoming culture to direct reports and peers. The Executive Chef must have a passion for cooking, working with a seasoned staff to enhance their skill set and to bring the best out of them. The Executive Chef will be joining a well-respected Executive Leadership Team.

***MKCC is embarking on a master plan for the clubhouse and surrounding buildings. The Executive Chef will play an instrumental role in planning the Club's future.***

### **About Mount Kisco Country Club**

Located in Northern Westchester, Mount Kisco Country Club is known for its family friendly community, with a lifestyle that has a vibrant food & beverage program and features activities for all ages, including golf, tennis, paddle, pool and an active youth program with a summer camp. The Club has a social calendar with a variety of activities, from family events, adult-only events, themed parties, junior cooking classes to wine tastings. With the recent addition of a tennis bubble and an established paddle program, the Club now has year-round athletic activities, which have expanded the dining opportunities available to the membership.

The Club's food and beverage program is in full swing from April through December, with a modified schedule January through March.

- April – October - Lunch is available six days a week, and dinner is available four nights a week.
- November - December – Lunch is available four days a week, and dinner is available three nights a week.
- January- March – A pub style dinner menu is available on Wednesday and Thursday nights.

In addition to clubhouse dining, the Club has a halfway house, open April through mid-November, and a pool snack bar.

The Club hosts a variety of private events, including weddings, bar / bat mitzvahs, fundraisers, other special occasions, and golf outings.

### **MKCC Statistics**

- Number of Members -360
- Food & Beverage Sales - \$2 Million
- Food Sales - \$1.6 Million, of which 60% is Member Dining
- Average Age of Membership 50

## **Executive Chef Responsibilities and Tasks**

- Take full ownership of the culinary team.
- Schedules and coordinates the work of the culinary team.
- Leading the team, being hands on as needed.
- Develop standard operating procedures, continually evaluating effectiveness.
- Develop and maintain standard recipes and techniques for food preparation and presentation that assure consistent high quality, while minimizing food costs.
- Ensure high sanitation standards, cleanliness and safety are maintained in all kitchen areas.
- Plan and determine pricing in all food locations, special occasions and events.
- Continuously monitor payroll, to ensure it is in line with budget.
- Embrace technology which assists in the management of the kitchen and the financial performance of the operation.
- Prepare operating and capital budgets, including annual food, labor and other expenses. Monitor actual financial results, taking corrective action as necessary, to help ensure the financial goals are achieved.
- Complete control of food purchasing and inventory.
- Work closely with the front-of-house food and beverage staff to ensure a cohesive experience that consistently exceeds the expectations of members and guests.

The Executive Chef reports to the General Manager and is a member of the Food & Beverage Leadership Team, which includes the Clubhouse Manager, Dining Room Manager and the Communications & Membership Director.

## **Executive Chef Candidate Qualifications**

- Five years' experience in a similar role with multi-food outlets and a banquet operation.
- Ten years of food production and management experience.
- Team player with all Club staff, who understands the intricacies of a private club.
- Excellent communicator, who is dynamic and has a passion for the culinary profession.

## **Education and Experience**

- A culinary arts degree or certificate from an accredited institution.
- Certification in food safety.
- Experience with POS systems and other technology.

## **Compensation Package:**

- Salary range commensurate with experience - \$170,000 - \$200,000, with a performance bonus.
- Health & Dental Insurance, in accordance with club policy, with employee contribution.
- Life Insurance policy paid by Club
- Other coverages available with 100% employee contribution – Supplemental, Telemedicine, Critical Illness, Long Term Disability, Vision and Identity Theft Insurance.
- 401K participation with Club match.
- Education allowance and association dues.

Compelling cover letter and resume should be sent to the attention of:

Todd Zorn, CCM General Manager  
[todd.zorn@mountkiscocc.org](mailto:todd.zorn@mountkiscocc.org)

Cover letter and resume must be submitted by December 13<sup>th</sup> for consideration.