

EXECUTIVE CHEF PROFILE: WILLOUGHBY GOLF CLUB STUART, FL

THE EXECUTIVE CHEF OPPORTUNITY AT WILLOUGHBY GOLF CLUB

The Executive Chef opportunity at Willoughby Golf Club, Stuart FL, 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 planned new clubhouse renovation, 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 Willoughby Golf Club.

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

ABOUT WILLOUGHBY GOLF CLUB

Willoughby Golf Club offers an exceptional member-owned community, Willoughby ensures a full range of active living, playing, and relaxing. Located in Stuart, Florida, the community provides a warm and inviting atmosphere, especially for golf enthusiasts who enjoy instant camaraderie on our Championship Arthur Hills golf course, featuring elements of Florida and North Carolina landscapes.

Beyond golf, Willoughby offers extensive amenities allowing members to shift from active to relaxed anytime. The first-class facilities include renowned tennis courts, a resort-style pool, pickleball courts, and a wellness center. The expansive Clubhouse serves as the social center, hosting a calendar of events and activities for every passion. Stuart, known as the "Sailfish Capital of the World" and named "The Happiest Seaside Town" by Coastal Living, offers the best dining, entertainment, shopping, and event hopping in South Florida.

The Clubhouse is also a premier venue for special events, accommodating weddings, birthdays, anniversaries, and private parties with personalized planning, entertainment setup, custom menus, and complementary wines. Whether opting for an outdoor gala or an intimate indoor gathering, our staff ensures every occasion is memorable. The attention to detail in amenities and services reflects the commitment to providing the best for its members, making every experience at Willoughby Golf Club truly exceptional.

WILLOUGHBY GOLF CLUB WEBSITE: www.willoughbygolfclub.com

WILLOUGHBY GOLF CLUB BY THE NUMBERS:

- 502 members
- 65 average member age
- 25,000 sq ft clubhouse
- \$13M Approximate Annual Revenue
- \$1.2M Approximate Annual Food Revenue | \$452,000 Approximate Annual Beverage Revenue
- 46.3% a la carte and 53.7% events & catering
- 46.9% food cost (target 49%)
- 36.78% Kitchen labor cost (target 35.7%)

- Daily Covers: Lunch 35 Dinner 82 | 40,000 covers per year
- 2,700 sq ft. Main Kitchen | 400 sq ft. Cabana Kitchen
- 13 kitchen employees including stewarding
- 1 full time salaried Sous Chef & 1 dedicated pastry personal
- 2 kitchens (full Clubhouse Kitchen plus Cabana)
- Clubhouse Kitchen renovated in 2004 | Cabana Kitchen renovated in 2014
- 5 weddings annualized
- No H2B Program or Housing on Property
- POS System used: Jonas
- 501(c) (7) Tax Status

FOOD & BEVERAGE OPERATIONS

GRILLE ROOM – This is the a la carte hub of the club, with specific zones for service styles. The outlet is directly aligned with the entrance of the main kitchen, so seamless service can be achieved. The Grill Room has a centerpiece bar in the middle of the dining space with a direct view of the Patio, and Golf Course.

THE POINTE- Small enclave inside the Grille Room with seamless access to the Patio and outside spaces. Views of the Golf Course, this area is not private to the rest of the Grill room.

WILLOUGHBY ROOM- Aligned with the Grill Room, inside the footprint, is perfect for private parties with multiple doors for ingress/egress. Also perfect for large events such as annual holiday events, with seating for 30 plus.

FLEX ROOM – Aligned with the Grille Room and Main Dining Room, inside the footprint, is an additional resource for smaller private parties. With seating appropriate for up to 20 people.

PATIO – Classic al fresco space, for members to enjoy the seasonal weather of South Florida. Perfect for large groups or private dinners. This a la carte space is current and contemporary with today's dining lifestyle.

MAIN DINING ROOM – The main catering space, this is connected seamlessly to the main kitchen. Its large convertible space is perfect for private club and member events. This is not open for a la carte dining.

CABANA BAR AND GRILL – Classic outside space between the Golf Course and the family pool. Perfect for lunch, dinner, and small bites during between hours. It also serves the 19th hole or halfway house for light bites and drinks.

MENS/WOMENS LOCKER ROOMS - These spaces serve food and beverage in a private setting before, during, and after Golf rounds. Each is set up with self-service snacks, & beverages as well as a working bar, and a la carte menu.

EXECUTIVE CHEF POSITION OVERVIEW

The Executive Chef at Willoughby Golf Club is responsible for the overall leadership, mentoring, and development of the culinary team and all food production of the club's Food and Beverage. He or she develops menus, food purchase specifications, and recipes, and develops and monitors food and labor budgets for the department.

KEY PRIORITIES FOR SUCCESS

LEADERSHIP

- Take full ownership of the culinary team; build trust with them by engaging, observing, learning, and listening to their wisdom, experience, and needs.
- Create a productive relationship with the current Assistant General Manager. Understand how to “manage up” and keep the AGM informed of strategies, actions, and priorities of the culinary department.
- Earn members’ trust by instilling confidence through continued enhanced operations, interaction, and visibility.
- Create a fun collaborative work environment while being “hands-on” but understanding when to step back and lead the team.
- Involve associates in the decision-making process of how “work gets done” and create a work environment of mutual respect in which people want to come to and participate every day.
- 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.
- Be an active and dynamic recruiter of team members and someone who inherently enjoys developing and building his/her team and leading them to significant, positive membership satisfaction outcomes.
- The EC reports directly to the AGM, who has tremendous food & beverage experience in the private club sector.

- Plan menus with the AGM for all food outlets in the club and special occasions and events.
- Hold daily/weekly staff briefings and line-ups with direct reports to keep them informed of necessary and relevant activities and expectations at the Club. Assist in planning and be responsible for ensuring special Club events are well-conceived and executed.

OPERATIONS

- Experience with seasonal business levels, in South Florida or other regional areas. The EC must be able to shift, organize, and plan for high season, as well as adjust for the shoulder months of the operation.
- Plan, organize, and run a busy banquet operation with multiple events happening at the same time across multiple locations as well as a la carte dining.
- Develops standard recipes and techniques for food preparation/presentation to help assure consistently high quality and to minimize food costs; exercises portion control and assists in establishing menu selling prices.
- Evaluate food products to assure that the highest quality standards are consistently attained.
- Ensure that high standards of sanitation, cleanliness, and safety are always maintained throughout all kitchen areas. Establish controls to minimize food and supply waste and theft.
- Maintain safety training programs; manages OSHA-related aspects of kitchen safety and maintain MSDS's in an easily accessible location.
- Maintain a positive culture of healthy employee meals and understand the importance they have over the morale of the team.

MEMBERSHIP

- Have a heart of hospitality, embrace, appreciate, promote, and elevate the warmth and culture of Willoughby Golf Club.
- Be visible and engaged with membership throughout the F&B outlets and during events at the Club.
- Welcome, encourage, and engage in regular feedback from members.
- Be responsive to members' requests for menu selections, event planning, etc., and strive to find creative ways to accommodate reasonable requests. Willoughby Golf Club prides itself on having a "say yes" culture.
- Create a menu that the membership has a hard time choosing from with regular innovative features and specials.

FINANCIAL

- Clearly understand the metrics for successful attainment of financial goals and objectives in F&B operations, and consistently review these expectations with their direct reports to ensure understanding and 'buy-in'.
- Consistently monitor payroll and labor resource allocations to ensure they are in line with financial forecasting and goals. Produce variance reports for monthly financial statements.
- Ensure effective and efficient staffing schedules for all facilities and functions while balancing financial objectives with member satisfaction goals.
- Embrace the use of systems 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 and maintain excellent vendor relationships.

INITIAL PRIORITIES OF NEW EXECUTIVE CHEF

- Build relationships with the team. Listen, observe, and seek to understand. This includes building a strong foundation of relationships with the executive team, front-of-house leaders, and all members of their team.
- Treat others with respect, listen, show humility, and promote a positive, fair, and professional work environment.
- Clearly take a **"lead role"** in the team building of the Front and Back of House relationship. EC is expected to communicate, educate, and be present with service and catering.
- This is a **"hands-on"** working Executive Chef role, while administrative must be prioritized, the EC is a key part of the delivery of the culinary product of the membership.
- Enjoy interaction with the membership, highlighted by engagement of feedback and make appropriate adjustments and adaptations based on sound data and careful thought.

- Innovation and trends in lifestyle dining habits are a must. EC must be able to balance both classic tastes with today's emerging wellness and clean food movements.
- Evaluate current operations and set appropriate and necessary standards of operation, processes, execution, and delivery within the culinary operation, taking ownership for the entire experience, while working closely and positively with the front-of-house team.
- Evaluate and continue to develop, train, and mentor the culinary team. The Willoughby EC is expected to create disciples and populate the local area culinary industry as a key influencer of the market.

CANDIDATE QUALIFICATIONS

- Has five years' experience in an Executive Sous Chef or Executive Chef role in a private club or luxury brand.
- 10 years of relevant experience; or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities

EDUCATIONAL AND CERTIFICATION QUALIFICATIONS

- Has achieved or is interested in additional industry Certified Executive Chef (CEC) certification through the American Culinary Federation (ACF) or Pro Chef II certification through the Culinary Institute of America.
- Has a degree in Culinary Arts and/or other Hospitality Management focus is a plus
- Food safety certification.

SALARY AND BENEFITS

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

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 Willoughby Golf Club search committee/ Richard Stropp, AGM and clearly articulate your alignment with this role and why you want to be considered for this position at this stage of your career and why WGC and the Stuart, FL 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 25th of July 2024. Candidate selections will occur Late July with first interviews expected in August and second interviews a short time later. The new candidate should assume his/her role in late September.

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

"Last Name, First Name - Resume" &

"Last Name, First Name - Cover Letter - Willoughby"

(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: bethany@kkandw.com

LEAD SEARCH EXECUTIVES

Annette Whittley, Search Executive ▪ 561-827-1945 (M) ▪ annette@kkandw.com

Lawrence McFadden, CMC, Search Executive ▪ 239-963-6888 (M) ▪ lawrence@kkandw.com