

# KOPPLIN KUEBLER & WALLACE

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## EXECUTIVE CHEF PROFILE: COUNTRY CLUB OF JACKSON

Jackson, MS

### EXECUTIVE CHEF AT COUNTRY CLUB OF JACKSON

If you want to work at a progressive, family-focused club, in a great town to raise a family, look no further than the executive chef position at the Country Club of Jackson. This is an amazing opportunity for candidates with great leadership and culinary skills to serve over 1,000 member-families at this premier club in a location that has a great quality of life. 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!

### 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. The present property was purchased in the late fifties. 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 off Old Canton Road in northeast Jackson, Mississippi, 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. October 2018 will mark the fifth year in a row that the CCJ has hosted this tournament.

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.

### COUNTRY CLUB OF JACKSON BY THE NUMBERS

- 1,017 members
- \$17,500 initiation fee
- \$6,996 annual dues
- \$3.3 M F&B volume
- 33% *a la carte*/67% banquet
- 40 kitchen employees
- 4 kitchens (*a la carte*, banquet, Turnhouse, and pool)
- 52 average age of members

### 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."*

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

## FOOD & BEVERAGE OPERATIONS

Renovated in 2017, the Magnolia Grill offers a relaxed dining experience for the whole family. During the summer the Terrace is open. An "Off the Grill" evening menu featuring blue cheese-crusted filet mignon and New York strip steak is available at the Magnolia Grill. The club offers a "Downhome Buffet" on Thursday nights which features fried chicken, collard greens, and other southern comfort-food favorites. 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 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. The menu at Onyx changes monthly and this lounge seats 60.

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

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 Memorial Day to Labor Day on Tuesdays through Sundays for lunch and dinner. It has seating for approximately 100 members and guests.

The club has a vast wine inventory of over 1,500 bottles and offers wine, craft beer and other spirits pairings and tastings.

Banquet operations at Country Club of Jackson is an important segment and sense of pride. The CCJ does not use hot boxes except on small parties where the room is a distance from the kitchen. 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. Although there is increased banquet venue competition in town in the past recent years, to date no one has been able to match the CCJ's level of service and food quality.

The CCJ private dining rooms include the Scarlet Room (seats 60), Bell Room (seats 60), Grand Room (seats 60) and the Plantation Room (seats 120). These four rooms have air walls 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), Renaissance Room (seats 40), 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 \$600K in F&B revenue for the week in banquet business! The club hosts an average of 12 weddings a year. The largest member event is Easter in which 1,000 members usually participate.

## ORGANIZATIONAL STRUCTURE

The executive chef reports to the Clubhouse Manager and has approximately 40 kitchen team members with seven reporting directly to the executive chef. The talented culinary team includes a chef de cuisine and three sous chefs.

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.

## 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 “foodie” at heart, the EC is also a 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. The CCJ EC is also a “from scratch” Chef, spurning the commercial shortcuts as they move their culinary program from good to great.

The CCJ EC is a working, hands-on leader who leads by example. The EC works closely with the AGM, Clubhouse Manager, and Catering Director and is responsible for all food production across the CCJ campus, including but not limited to all operations in the CCJ’s four kitchens. Responsibilities include menu development; competitive food purchasing and handling; budget planning, implementation and monitoring; staff hiring, training, developing and mentoring; and, of course, hands-on food production. The EC maintains high professional food quality and sanitation standards.

### ESSENTIAL FUNCTIONS

The successful candidate:

- Provides the highest quality of product that is always prepared consistently based on set standards. It is imperative that everything that comes out of the kitchens receives a high level of scrutiny with regards to quality and consistency and is met with an overall high degree of member satisfaction.
- Hires, trains and supervises the work of staff in the food and bakery production departments.
- The EC creates and updates menus at least seasonally while incorporating daily specials. He or she develops, costs, and documents recipes and controls to ensure consistency. Creativity and variety are essential in planning menus and events for the members of Country Club of Jackson. The EC should be well-versed in traditional “southern cuisine” while keeping up with current culinary trends and should be flexible and adaptable to making changes.
- The EC should also have a focus on using fresh, local ingredients in season. Innovative and creative buffet presentations are extremely important at Country Club of Jackson.
- Ensures that impeccable standards of sanitation and cleanliness are maintained throughout the kitchen always. The EC leads the back-of-the-house with regards to accident prevention, training and retention of staff as well as sanitation and safety controls. He or she must possess a high level of attention to detail in all facets of kitchen operations. The EC safeguards all food preparation employees by implementing ongoing training to increase their knowledge about safety, sanitation and accident prevention principles.
- Cooks and directly supervises the cooking of items that require skillful preparation.
- Develops an operating budget for the kitchen department and submits to the Clubhouse Manager on a timely basis. After approval the EC, monitors and takes corrective action as necessary to assure that cost goals are attained. He or she is responsible for all purchases (ensuring best pricing from multiple vendors), quality specifications, and costs. He or she maintains and controls inventories (at least monthly) of all kitchen products while ensuring minimal waste. The EC turns in all coded invoices to the accounting office on a timely basis; preferably daily.
- Keeps track of all capital replacements and compiles a capital purchases list in congruence with the annual budget.
- Assures that effective orientation and training for new staff and ongoing professional development activities for experienced staff are implemented and maintained.
- Performs daily inspections to ensure that the kitchens are ready always and that all safety, sanitation, energy management, preventive maintenance and other standards are consistently met.
- Consistently enforces all Club policies and rules.
- Plans and approves the staffing and scheduling guidelines and job descriptions for kitchen staff.
- Schedules kitchen personnel and assures proper coverage at all times.

- Plans and manages the employee meal program; providing quality and healthy options for family meal for CCJ's 180-210 employees.
- Responsible for the uniform application of all personnel policies for all employees under his or her direction.
- Maintains an appropriate supervisory presence in the kitchen, including working whatever additional time is necessary during peak periods of activity.
- Performs all other duties as directed by the Clubhouse Manager, the AGM and/or the GM.
- Is responsive to club and team member requests and strives to find creative ways to accommodate reasonable requests.
- Plans and executes successful food production and delivery before and during the Sanderson Farms Championship tournament. This event requires eight days of intense food production including a lot of pre-work. Food quality must remain high and volume is intense during this event. October 2018 will be the fifth year to host the event and therefore a greater variety of and higher quality offerings will be essential.
- The EC is responsible for ensuring that all food is consistently outstanding – from standard country club fare to innovative offerings and special culinary events throughout all dining venues. The EC understands that quality and consistency in producing and delivering the CCJ Burger is just as important to the member experience as producing a five-course wine dinner and memorable member special events; and is responsible to ensure that his or her team approaches each activity with the same focus.
- Ultimately, the executive chef of the Country Club of Jackson is an important and positive face of culinary operations. He or she is an integral part of the overall success of the club and is responsible to lead this important facet of the organization from a passionate, creative, supportive, progressive and team-focused perspective.

#### INITIAL PRIORITIES OF THE EXECUTIVE CHEF

- Evaluate, develop, train and mentor the kitchen staff.
- Put processes in place to ensure consistency and quality in delivering *a la carte* and banquet services.
- Listen to staff and members. Learn names and culinary and dining requirements (allergies, etc.) and preferences.
- Review, evaluate, and revise menus after consulting with members and the CCJ team. Find and maintain a balance of classic country club and southern-style cuisine with new and innovative menu options. The executive chef will offer menu choices that appeal to tenured members as well as newer, more active, younger members
- Organize, plan and communicate in preparation for the Sanderson Farms Championship which will take place October 22 – 28, 2018 at the CCJ.
- Provide creative plate and buffet/action station presentations.
- Manage to budgeted food and labor goals.

#### CANDIDATE QUALIFICATIONS

The successful candidate:

- Is a strong and passionate leader and culinary professional with a proven track record of providing high level services preferably in a private club setting. The EC must be passionate about their craft and inspire those around him or her with that energy and passion.
- Evaluates and continues to develop the culinary team. Incorporates training that ensures fresh and hot food is served consistently and presented creatively. Communicates to the team that member special requests are to be honored whenever possible.
- Has successful experience in leading both *a la carte* and banquet dining operations.
- Has “Southern-style” as well as traditional culinary experience while being well-versed in current culinary trends. The EC is a lifelong learner and instills that characteristic into his or her team. He or she stays current on regional, national and international culinary trends.
- 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.

- Has an understanding and successful track record of purchasing, receiving, storage, sanitation, safety techniques and training.
- Is a proactive team builder who can attract, develop and retain a qualified and high performing staff.
- Must understand and practice the mindset of a “members first” philosophy and be willing to provide members with the highest quality food along with innovative plate presentations, while honoring special requests when possible.
- 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 be able to organize, prioritize and handle *a la carte* dining and private banquets simultaneously, efficiently and effectively.
- Understands the importance of keeping the kitchen areas and all products in a very clean and organized environment.
- Must have computer skills including but not limited to Microsoft Outlook, Word, and Excel. Experience with Jonas 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 management team and is able to generate thoughts and ideas that result in increased sales and improved membership satisfaction.

## **EDUCATIONAL & CERTIFICATION QUALIFICATIONS**

- At least five years of private club experience as an executive chef or as an executive sous chef of a larger club.
- Knowledge of southern-style cuisine is required.
- 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

## **SALARY & BENEFITS**

Salary is open and commensurate with qualifications and experience. The club offers an excellent bonus and benefit package including ACF 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.

**Your letter should be addressed to:** Mr. Patrick Joyce, CCM. Clearly articulate why you want to be considered for this position at this stage of your career and why 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.

For directions on how to upload your resume and cover letter, [visit this page](#).

If you have any questions, please email Nan Fisher: [nan@kkandw.com](mailto:nan@kkandw.com)

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

**LEAD SEARCH EXECUTIVE**

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