

EXECUTIVE CHEF PROFILE: PALOS VERDES GOLF CLUB

PALOS VERDES ESTATES, CA

(Click the link at the end of this document to apply)

THE EXECUTIVE CHEF OPPORTUNITY AT PALOS VERDES GOLF CLUB

Located on the Palos Verdes Peninsula and nestled on the bluffs overlooking Santa Monica Bay, Palos Verdes Golf Club is looking for an exceptional, hands-on executive chef and leader. Palos Verdes Golf Club combines the history and natural beauty of the area with a Bell and Thomas-designed classic golf course and a historic Mediterranean-style clubhouse, offering the area's best services with unsurpassed views. This is an amazing opportunity to be part of a Club with a rich history and a dynamic and exciting future as a member of its professional and energetic leadership team.

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

PALOS VERDES GOLF CLUB AND THE PALOS VERDES ESTATES COMMUNITY

Palos Verdes Golf Club opened in 1924, during the era known as the *"Golden Age of Golf Course Architecture."* The extraordinary golf course, stunning views, historic clubhouse, and quality service combine to deliver *"The Palos Verdes Experience"* to its members and guests.

The golf course and clubhouse offer extraordinary views of South Bay. The golf course underwent a complete renovation in 2013 to restore it to its original design. William P. "Billy" Bell and George C. Thomas designed and built the golf course located in the middle of an 800-acre parkland preserve overlooking Santa Monica Bay with ocean views visible from thirteen of the original eighteen holes. Bell and Thomas used the natural terrain including bluffs, creeks, and hills to create the strategically-designed landing areas with small greens, narrow fairways, and extensive bunkering. The course is a challenge for golfers of all levels.

The clubhouse is one of the original structures on the Palos Verdes Peninsula. The clubhouse, designated a Historical Building by the Palos Verdes Historical Society, underwent an \$11M renovation in 2007 to restore it to its 1924 design with an understated yet elegantly appointed, early California interior. During that renovation, the exterior was modified to restore consistency with the clubhouse's original Mediterranean style and an additional 8,600 feet was added for a new Grand Ballroom. The entire lower level was constructed to provide more space for members.

Today, the Club is conducting a 10-year facility improvement plan which will focus on the Clubhouse dining rooms and kitchen. The plan is in the early stages and the Club is forecasting a 2024 completion date – the year of the Club's upcoming Centennial. This will be an exciting opportunity for the new executive chef to assist in the planning, design and execution.

Palos Verdes Golf Club is located in and owned by the city of Palos Verdes Estates. The Club operates according to a 10-year Concession Agreement that enables it to be operated by the members as a more typical private club – with a board of directors and various committees. The Concession Agreement has been in place for approximately 45 years.

The oldest of four cities located on the Palos Verdes Peninsula, Palos Verdes Estates is truly one of the most beautiful gems in California. The city of Palos Verdes Estates (PVE) is home to approximately 14,000 people and offers residents and non-residents the opportunity to surf, hike the many parkland trails, shop at farmer's markets, and watch scenic sunsets atop its bluffs. Palos Verdes Estates also operates excellent schools which are available to the children of Palos Verdes Golf Club employees. [Visit this link](#) for a recent article in *USA Today* about Palos Verdes entitled "*Palos Verdes, the Hidden, Rural, Coastal Gem of Los Angeles County.*"

In addition to Palos Verdes Golf Club, PVE offers a Tennis Club, Beach and Athletic Club, and Stables. [Visit this link](#) for a map of PVE and the location of the Palos Verdes Golf Club along with other points of interest.

PALOS VERDES GOLF CLUB BY THE NUMBERS

- \$12M gross revenue
- \$4M F&B revenue
- 600 full members; 54 social members
- \$49,000 initiation fee
- \$8,880 annual dues
- 22,136 square-foot clubhouse
- 67 % a la carte; 33 % banquet
- 105 employees
- 18 kitchen employees
- 3 kitchens (two in main clubhouse and one satellite at Snack Bar)
- 38,350 covers per year
- 35 weddings over the last four years
- 42,000 rounds of golf per year
- 65 average age of members

FOOD & BEVERAGE OPERATIONS

The Clubhouse provides a wide variety of rooms and options for member and community events, dining opportunities and social activities. Complimenting this excellent facility are panoramic views of the Santa Monica Bay, the coastline from Redondo Beach to Malibu, the city lights of Los Angeles, and the distant mountain ranges to the east.

A la carte dining rooms at Palos Verdes Golf Club include the Malaga Cove Dining Room, Grill and Cardroom. All three restaurants offer stunning views. The Malaga Cove Dining Room is a more formal dining room and seats 75 (it is used as a private dining room on Saturday and Sunday evenings).

The Grill is a popular spot that offers a casual environment and seats 55. Members can also order off the menu in the Cardroom which seats 30. There is outdoor seating at the Snack Bar also which offers grill and grab-and-go fare.

Breakfast at Palos Verdes Golf Club is served on Saturday and Sunday mornings from 8:00 a.m. to 2:00 p.m. Lunch is served on Tuesday through Sunday from 11:00 a.m. to 2:00 p.m. Dinner is served on Wednesday through Friday from 5:00 p.m. to 8:30 p.m. A limited bar menu is available on Tuesday, Saturday and Sunday from 2:00 to 7:00 p.m.

The Palos Verdes Grand Ballroom is a private dining room located on the upper level that was designed to capture stunning panoramic views from the Pacific Ocean to the Hollywood sign. It seats 350 but can be further expanded by combining it with the Montemalaga Room to create events for over 425 guests. The Ballroom also offers access to the Veranda, Lunada Bay Room and Wedding Garden venues.

Other private dining venues on the upper level include the Montemalaga Room (seats 80), Lunada Bay Room (seats 120), and Oakley Room (seats 24). The Veranda Terrace provides an outdoor space for up to 50 people and can be accessed by the Palos Verdes Ballroom, Montemalaga Room and Malaga Cove Dining Room.

The Margate Conference Room (seats 40) is located on the lower level of the clubhouse and includes a private terrace overlooking the golf course.

The Altamira Tower is an intimate and unique space with a private lounge and dressing area for a bride and wedding party. The space can be used as a private meeting room for up to 8 people or a private dining room for up to 4 people.

There are three kitchens at Palos Verdes Golf Club. The kitchen on the main floor of the clubhouse includes both *a la carte* and banquet lines, dish pit, salad and dessert station, and walk-in refrigeration. There is also a prep kitchen downstairs with a dry storage area, walk-in refrigerator and freezer, and the chef's office. The satellite Snack Bar kitchen, located by the pro shop, services the golfers as well as any members or guests that wish to have a quick, casual, *al fresco* dining experience.

The Club is open and active year-round. Food and beverage operations are typically closed on Mondays except for golf outings.

PALOS VERDES GOLF CLUB WEBSITE: www.pvgc.com

EXECUTIVE CHEF JOB DESCRIPTION

The Executive Chef (EC) at Palos Verdes Golf Club is a hands-on chef that leads by example. He or she is responsible for all food production. He or she develops menus, food purchase specifications and recipes and supervises all kitchen personnel. The EC develops and monitors food and labor budgets for the department and maintains the highest professional food quality and sanitation standards.

The EC is responsible for leading all food and beverage Heart-of-the-House (HOH) operations while working closely with Front-of-the-House (FOH) staff to ensure the delivery of high quality and consistently innovative services, products and offerings to members and guests.

The EC is responsible for ensuring that all food is consistently outstanding – from standard golf 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 “Club 3301” sandwich and hamburger are just as important to the member experience as producing a five-course wine dinner. Consistency is imperative at Palos Verdes Golf Club and the EC should have standards and processes in place that ensure quality and consistency in every meal that is served.

The EC creates and updates menus often, incorporating specials, and developing and documenting recipes and controls to ensure consistency. Creativity, not just variety, is essential in planning menus and events for the members of Palos Verdes Golf Club.

The EC is a team builder who mentors kitchen staff and develops a pipeline of talented and creative individuals. The Club fully supports professional development and participation in the ACF for its EC and staff. The EC also treats all employees with respect and, in return, requires that of his or her team. The EC is also responsible for leading the product knowledge training for FOH personnel through daily pre-meal meetings and food knowledge training programs.

The EC leads the HOH initiative in accident prevention, training, sanitation, and safety standards. The EC pays sharp attention to detail, enforces the highest standards of sanitation and safety and conforms to all California Health Department rules and regulations. The EC ensures that all HOH staff approach the standards with the same high level of focus.

The EC has a proven track record of controlling food and labor costs. He or she is adept at creating and managing a budget, providing and checking standards of food purchase specifications, and negotiating pricing and contracts to control food quality and costs. He or she also keeps a close watch on minimizing waste.

The EC is the face of culinary operations and should be comfortable conversing and interacting in both heart- and front-of-house settings as he or she interfaces with multiple and diverse constituencies (members, staff, vendors, etc.) throughout the day. The EC is visible and responsive to club member and team member requests striving to find creative ways to accommodate requests. The attitude – *“The answer is ‘yes,’ what is the question?”* – is an integral part of delivering the *“Palos Verdes Experience.”*

The EC works as a strategic and operational partner with the managers and staff of Palos Verdes Golf Club to develop information sharing, good communication, superior internal and external customer relationships and high-performance teamwork to achieve Club objectives.

The EC is someone who always seeks opportunities for improvement, and instills this mindset into his or her team, while at the same time epitomizing the perspective of being readily open and embracing of input.

Palos Verdes values its employees and provides healthy employee meals for up to 150 employees per day, offering both lunch and dinner.

Ultimately, the Executive Chef of Palos Verdes Golf Club is an important and positive face of culinary operations and is an integral part of the overall success of the operation. The responsibility to lead this facet of the organization from a passionate, creative, supportive, progressive and team-focused perspective is of critical importance for long-term success.

INITIAL PRIORITIES OF THE EXECUTIVE CHEF

- Evaluate and continue to provide new and exciting culinary experiences for Palos Verdes Golf Club members and guests in both *a la carte* dining and member events, while balancing creative menu offerings with classic golf club fare.
- Evaluate, recruit and continue to build, develop, train and mentor the culinary team.
- Provide creative plate and buffet/action station presentations.
- Plan and manage to budget goals.
- Learn members' names, their culinary and dining requirements (allergies) and preferences.
- Integrate more healthy menu options into the menu.
- Create a signature *“Palos Verdes Golf Club”* dish.
- Develop a culture of teamwork and respect in the kitchen and with FOH employees.
- Evaluate and set appropriate and necessary standards of operation, sanitation, execution and delivery within the culinary operation.

ORGANIZATIONAL STRUCTURE

Palos Verdes Golf Club operates under the General Manager organizational structure. The Executive Chef reports to the Director of Food & Beverage and the General Manager.

The kitchen staff totals approximately 18 team members including an executive sous chef, banquet chef, sous chef, pastry cook, line cooks and dishwashers.

The EC works closely with the House Committee to ensure that member expectations are met and attends all food and beverage staff and management meetings. The EC will also work with the Long-Range Planning Committee. The EC conducts weekly meetings with his/her department to provide open lines of communication and share pertinent club information.

CANDIDATE QUALIFICATIONS

The successful candidate:

- Is a strong and passionate leader and culinary professional with a proven track record of providing high-level services with a personality that is commensurately appropriate to Palos Verdes Golf Club. Previous private club experience is desirable.
- Has successfully led quality *a la carte* and banquet culinary operations. Candidates with success using seasonal, farm-to-fork, locally grown and procured provisions; and providing innovative, healthy and clean food will be favored.
- Is a confident, proactive team builder who has a history of attracting, developing and retaining high performing team members.
- Has excellent communication skills and is personable and approachable in nature. Candidates must be comfortable interacting with members, guests, staff and vendors. Successful candidates also must be open to feedback and possess exceptional listening skills.
- Can consistently define, execute on and achieve goals and objectives. This includes proven and verifiable leadership qualities with the demonstrated ability to direct, coordinate and control all facets of an active culinary operation.
- Has verifiable strengths in inspirational leadership and financial performance. Successful candidates are adept at managing food and labor budgets as well as negotiating prices and contracts with vendors.
- Possesses computer skills including but not limited to Microsoft Outlook, Word, and Excel. Experience with Clubsoft POS software and other technologies is a plus.
- Has experience in improving kitchen functionality through redesign and remodeling. The Palos Verdes main kitchen is scheduled to undergo renovations within the next few years.

EDUCATIONAL AND CERTIFICATION QUALIFICATIONS

- Degree in Culinary Arts and/or other Hospitality Management and eight years food production and management experience; or 15 years relevant experience; or any equivalent combination of experience and training that provides the required knowledge, culinary skills and leadership abilities.
- Must be certified in food safety.

SALARY & BENEFITS

Salary is open and commensurate with qualifications and experience. The club offers an excellent bonus and benefit package including a scholarship fund for employees and their children.

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 cover letter should clearly state why you want to be considered for this position at this stage of your career and why Palos Verdes Golf Club and the South Bay 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

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

LEAD SEARCH EXECUTIVE

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