



The Amarillo Club is a private city club occupying the 30th and 31st floors of the Chase Tower in downtown Amarillo, Texas. The club sits atop the tallest building between Ft. Worth, TX and Denver, CO. Established in 1947, the club is approximately 20,000 sq. ft. consisting of the Main Dining Room seating 195, Club 30 seating 60, and 3 Banquet rooms seating between 20 and 100 each. The club also operates the Tower Café, a coffee shop, in the lobby of the tower. Total Food & Beverage income is approximately \$1.7 million dollars.

Position Overview:

The Executive Chef will serve as a visible and approachable team leader.

The Executive Chef's mission is to consistently provide the best culinary experience for the members, while creating a comfortable and inviting home away from home atmosphere. The ability to make educated decisions for menu development, work "hands on" with the staff, and to mentor, train and lead is essential in this role. Strong administrative and financial management skills are also required in overseeing the food and labor costs while producing consistent member satisfaction. High integrity, character and superior communication skills are highly significant qualities for the position. The Executive Chef will lead a team of 18 members.

Responsibilities include but are not limited to:

- Responsible for all culinary operations and provides oversight and direction to a culinary team.
- Recruit, hire, teach, evaluate and guide a culinary team.
- Respond to club member comments and requests in a timely and optimistic manner with a goal of maximizing member satisfaction.
- The Executive Chef will stress a "member-first" service culture that guarantees member satisfaction.
- The Executive Chef is expected to "set the pace" for the culinary team and to actively encourage a positive and safe environment where team work and cooperation are emphasized.
- Responsible for the financial performance and reporting for all culinary operations, including but not limited to, proper ordering, receiving, inventory, storage and distribution of food as well as labor costs.
- Meet on a regular basis with the management team and related staff regarding planning and preparation of all menus and events.
- Assist in the development of department annual operating and capital budgets and act within those budgets.

Key Expectations and Qualities:

- The Executive Chef will have a true service personality, capable of establishing relationships with the membership, management staff, and key vendors.
- The Executive Chef will evaluate current culinary trends and recognize ways to improve current business methods, quality of products, and services provided to members.
- The Executive Chef will be driven, organized and detailed-oriented with a humble method of service.
- The Executive Chef sets the example for professionalism when working and communicating with the staff.
- The Executive Chef will develop and teach techniques for food preparation and presentation which help ensure consistently high-quality products.
- The Executive Chef must understand the private club sector and its differences from other hospitality segments.

Compensation and Benefits:

- A base salary commensurate with experience and education.
- Quarterly performance bonus potential.
- 401K, health, dental and life insurance in accordance with Club policy.
- Professional association dues, uniforms and expenses; to be determined in each year's operating budget.
- Relocation assistance, if necessary.

Please send resume to Dale G. Telford, CCM, CCE, GM/COO at: gm@amarilloclub.net