

Gaillardia Country Club

Executive Chef



Location: Oklahoma City

Available: May 1, 2019

Age Of Club: 20 years old

Number of Members: 615

Average Age of Members: 49

Annual Food Sales: 1,500,000

Annual Beverage Sales: 750,000

Golf Facilities

- 18 hole course, par 72, designed by Arthur Hills, and redesigned by Tom Kite
- Perfectly maintained 18 hole golf course with beautiful views and challenging holes.

Tennis Facilities

- 3 outdoor lighted hard courts
- 1 outdoor Basketball Court

Swimming Facilities

- 1 Outdoor Pool
- 1 Splash Pad
- 6 Cabanas for private rentals

Other Athletic Facilities

- Fitness Facility
- 2 Class Workout Rooms
- 1 Cardio Workout Room
- Full Plyometric Section

Dining Facilities

- 1 Men's Grill that seats 48
- 1 Ladies' Grill that seats 24
- 1 Casual Dining Room that seats 60
- 1 Formal Dining Room that seats 40
- 1 Members Lounge that seats 36
- 1 Ballroom that seats 320
- 1 Formal Cocktail Lounge that seats 40
- 1 19th Hole that seats 30
- 1 Boardroom that seats 20
- 1 Pool Café and Pool Deck with capacity up to 350

Job Summary

The Executive Chef is responsible for directing and managing the day-to-day culinary operations of the club to consistently deliver to our members and guests exceptional service and memorable dining experiences; food production; develop and monitor food and labor budgets; and maintain the highest professional food quality and sanitation standards.

Job Tasks (Duties)

- Responsible for interviewing, hiring, training, supervising kitchen staff and delegating tasks.
- Lead, coach, counsel, develop, motivate and discipline staff when necessary. Monitor performance regularly.
- Schedules and coordinates the work of chefs, cooks and other kitchen staff to assure that food preparation is economical and technically correct and within budgeted labor cost goals.
- Ensure that the Club's high standards of food preparation, service and quality are met or exceeded.
- Safeguard all food preparation employees by implementing training to increase their knowledge about safety, sanitation and accident prevention principles.
- Be knowledgeable of and comply, at all times, with the Club's standards, policies and regulations to encourage safe and efficient operations.
- Maintain regular attendance in compliance with Club standards, as required by scheduling which will vary according to the needs of the Club.
- Ensure department staffs' maintenance of high standards of personal appearance, grooming and personal hygiene, which include wearing the proper uniform while working.
- Plan menus with Food & Beverage Director for food outlets in the club and for special occasions and events.
- Implement and maintain appropriate inventory control measures. Order and monitor all food and kitchen wares and the engineering of all menu items to maintain the proper contribution margin.
- Acquire equipment and purchase necessary supplies to maintain the kitchen.
- Prepare annual budgets for the maintenance and improvement of the department operations.

- Manage, monitor and control food and labor costs through proper forecasting, cost controls and labor management. Determine what action is necessary to ensure budgeted goals are met or exceeded.
- Establish controls to minimize food and supply waste and theft.
- Cook or directly supervise the cooking of items that require skillful preparation.
- Evaluate food products to ensure quality and standards are consistently attained.
- Work closely in advisory capacity with department heads and other staff to ensure seasonal and special events needs are met.
- Forecast market conditions, availability of materials economic conditions.
- Monitor market trends and stay abreast of changes to remain relevant in the industry.
- Attends food and beverage staff and management meetings.
- Perform other related functions as directed.

Education/Experience/Skills

- Bachelor's degree in Culinary Arts or equivalent combination of experience and training that provides the required knowledge, skills and abilities.
- Previous experience with menu design, payroll cost controls, Microsoft Word/Excel, and other similar club POS systems.
- Food safety certification required.
- Proven familiarity with food purchasing and inventory systems.
- Possess characteristics that command a presence in the dining room.
- Knowledge of local liquor laws, food safety training and sanitation policies required.
- Demonstrated ability to be a team leader with excellent organizational skills.
- Excellent listening skills, oral communication skills and positive interpersonal skills required with ability to communicate effectively with staff of diverse backgrounds, cultures, and education levels.
- Proven familiarity with all aspects of kitchen operations, local and state food safety requirements.
- Demonstrated results oriented and capable of working with minimal direction.
- Excellent team player with ability to work hands-on in a fast-paced environment.

Typical Physical and Mental Demands

- Requires frequent standing, walking and sitting.
- Will walk/stand for long periods of time, possible extended distances.
- Requires excellent hand-eye coordination.
- Requires ability to perform a variety of tasks that will require some strenuous physical efforts, such as carrying, reaching, pushing, pulling, reaching, bending, stretching, kneeling, or occasionally moving objects weighting up to 50 pounds.
- Requires ability to clearly communicate verbally or in writing.
- Must be able to evaluate and select among alternative courses of action quickly and accurately.
- Must work well in stressful, high-pressure situations and maintain composure and objectivity under pressure.
- Must be effective in listening to, understanding, and clarifying the concerns and issues raised by employees, members and guests.

Typical Working Conditions

Work may be performed in an indoor or outdoor setting depending on outlet. Varied weather conditions are expected with exposure to heat/humidity, or cold weather. May work near toxic/caustic chemicals with fumes. Varying schedule to include evenings, holidays and extended hours as business dictates.

Reports to

Assistant General Manager

Salary and Benefits

An appropriate salary and bonus plan with total compensation between \$75,000-\$100,000, commensurate with qualifications and experience. Benefits include medical, vacation, meals, sick days, family privileges, bonus incentives, and professional development.

Instructions on How to Apply

In addition to a current resume, please provide a thoughtful letter of interest and alignment for this role, along with salary requirement. The letter should be addressed to:

Christopher R. Watkins
5300 Gaillardia Blvd.
Gaillardia Country Club
Oklahoma City, OK 73142

Or you may email your letter and resume to: cwatkins@gaillardia.com