

CANDIDATE PROFILE

Executive Sous Chef
Lakewood Country Club
Dallas, Texas
www.lakewoodcc.com



Organization

Established in 1912, Lakewood Country Club was Dallas' second 18-hole golf course. Originally designed by Scotsman Tom Bendelow, it is located on 129 acres at the corner of Abrams Road and Gaston Avenue, the perfect location to be enveloped by Dallas residents as it grew into Texas' third-largest city. The Club is very successful today with a waiting list of over three years. It has truly become a second home for over 1,100 member families, 90% of whom live within three miles from the Club.

The Club is so popular year-round that it does not really experience a peak season. Even during the heat of mid-summer, the pool and its surrounding dining and social areas become the epicenter of unprecedented dining and social activity. Golf rounds consistently exceed 30,000 annually.

The position is responsible for delivering the highest possible standard of hospitality and service across all Food and Beverage amenities, the continued development and training of the F&B team. The selected individual will develop and implement programs to enhance the member dining experience and drive revenues through service excellence and increased dining traffic.

By the Numbers

- Gross Revenue: \$18M
- Food & Beverage: \$5.7M (85% from a la carte dining)
- 58,000-square-foot clubhouse
- Total membership: 1,100+ families
- 3-year wait list for Social membership and 8 years for Golf membership
- Initiation Fee: \$100,000
- Full Member Dues: \$13,800 annually
- Tom Bendelow 18-hole championship golf course; redesigned in the 1950s by Ralph Plummer; redone in 2013 by Coore & Crenshaw

- Practice range
- Golf Pro Shop
- Men's and women's locker rooms
- 5 a la carte dining venues seating a combined total of 400
- Banquet room seating 300 wedding sit-down and 400 cocktail reception
- Wine room with wine cellar
- 3,000-square-foot Fitness Center
- Fitness Center "Kidz Club" for child minding
- 2 massage rooms
- Recreational swimming pool with baby pool and snack bar
- 8 hard-surface, lighted tennis courts
- Tennis Pro Shop
- 1 pickleball court
- 300-plus employees in peak season; 175 full-time, year-round

Responsibilities

Serve as "second-in-command" of the kitchen. Assist the Executive Chef in supervising food production for all food outlets, banquet events and other functions at the Club. Supervise food production personnel, assist with food production tasks as needed and assure that quality and cost standards are consistently attained.

- Prepares or directly supervises kitchen staff responsible for the daily preparation of soups, sauces and "specials" to ensure that methods of cooking, garnishing and portion-sizing are as prescribed by the Club's standard recipes.
- Assists the Executive Chef with monthly inventories, pricing, cost controls, requisitioning, and issuing for food production.
- Conducts daily raw cost tracking counts to ensure that all items are accounted for.
- Codes all invoices to the proper account and sends signed copies to Accounting for payment.
- Assumes complete charge of the kitchen in the absence of the Executive Chef.
- Assists Executive Chef with supervision and training of employees, sanitation and safety, menu planning and related production activities.
- Consistently maintains standards of quality, cost, presentation, and flavor of foods.
- Ensures proper staffing for maximum productivity and high standards of quality; controls food and payroll costs to achieve maximum profitability.
- Makes recommendations for maintenance, repair and upkeep of the kitchen and its equipment.
- Prepares reports, arranges employee schedules and costs menus and performs other administrative duties as assigned by the Executive Chef.
- Personally works in any station as assigned by the Executive Chef.
- Helps plan energy conservation procedures in the kitchen.
- Assists Executive Chef with the administration of kitchen personnel benefits (vacation, holidays, etc.).
- Consults with dining service personnel during daily line-ups.
- Assists in maintaining security of kitchen, including equipment, and food and supply inventories.
- Assists in food procurement, delivery, storage, and issuing of food items.
- Expedites food orders during peak service hours.
- Supervises, trains, and evaluates kitchen personnel.

- Coordinates buffet presentations.
- Checks *mise en place* before service time and inspects presentation of food items to ensure that quality standards are met.
- Reports all Member and guest complaints to the chef and assists in resolving complaints.
- Monitors kitchen employees' time cards to ensure compliance with posted schedules.
- Submits ideas for future goals, operational improvements, and personnel management to Executive Chef.
- Understands and consistently follows proper sanitation practices including those for personal hygiene.
- Attends staff meetings.
- Performs other appropriate tasks assigned by the Executive Chef.

Core Competencies

- Must be familiar with and have worked with all kitchen equipment.
- Awareness of occupational hazards and safety precautions; skilled in following safety practices and recognizing hazards.
- Knowledge of food handling and preparation principles and procedures for all foods produced and served in the Club.
- Ability to effectively supervise all kitchen food production employees in absence of Executive Chef.
- Knowledge of and ability to perform required role during emergency situations.

Requirements

Licenses and Special Requirements

- Food safety certification.
- Certification from American Culinary Federation or other hospitality association.

Physical Demands and Work Environment

- Required to stand for long periods and walk, climb stairs, balance, stoop, kneel, crouch, bend, stretch and twist or reach.
- Push, pull, or lift up to 50 pounds.
- Continuous repetitive motions.
- Work in hot, humid, and noisy environment.

Education and/or Experience

- A degree from post-secondary culinary arts program.
- Five years in a food preparation position encompassing all phases of food preparation and kitchen operation is required.
- A la Carte and Banquet Experience
- Computer Literacy - Microsoft Office a plus

Competitive Compensation

- A full-time salaried position with a full benefits package
- Health, Dental and Vision Insurance per the Lakewood Country Club employee benefits package
- Life and AD&D Insurance
- Long-term and short-term disability
- 401(k) plan with employer match upon completion of eligibility requirements
- Competitive salary commensurate with qualifications and experience, with potential for performance bonus
- Professional association dues

Individuals who meet or exceed the established criteria detailed in this position profile and posting are encouraged to send both a cover letter and resume.

Note: The preferred method of contact is email. Please send your cover letter and resume in PDF format, attached via email with the subject line: Lakewood CC, Dallas, F&B. If sending via regular mail, please mark – Lakewood CC, Dallas, Food and Beverage – on the outside of your envelope. Thank you.



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