



Executive Chef

Reports to: General Manager

Supervises: Kitchen Staff / Operations

For 100 years, Shannopin Country Club has served golfing and dining needs in the North Hills of Pittsburgh. Since its founding, Shannopin has evolved from a golf-centered focus to a club with activities geared toward the entire family. However, Shannopin still holds golf close to its heart, hosting events regularly for the West Penn Golf Association.

Located just 10 minutes north of Pittsburgh, Shannopin is centrally located between the airport, downtown, and Cranberry. Residing within the Ben Avon Heights community, Shannopin also boasts members from Sewickley, Pittsburgh, Ross Township, and Wexford. Our community continues to grow each year!

Shannopin Country Club is a private, member-owned, full service, family-oriented club dedicated to providing Members with superior service, recreational amenities, and social community. A gathering spot for every occasion. In keeping with its tradition, membership is by invitation only and subject to the normal membership process in accordance with our club's bylaws.

Initial Priorities:

- Operate the kitchen with COVID-19 flexibility. Menus, staff, and product to be managed week to week with changes to be expected and in need of a quick response.
- Evaluate current kitchen team members. Develop a plan for staffing and make sure there is adequate coverage for the Fall season leading into the holiday.
- He/she is up to date with new food trends and products and has the ability to grow the Banquet department.
- Learn and embrace member dining preferences then continue to develop the culinary program, evolving menu programming piquing membership's interest in a la carte and event services.
- Leadership by example. Provides training, coaching, and professional development opportunities for kitchen staff.
- Ensures that the highest standards of sanitation, cleanliness, and safety are always maintained throughout all food service areas.

Position Specific:

This is a Great Opportunity for the next Chef to progress the positive dynamic between the kitchen and the membership.

The Club is looking for a talented culinary professional who is innovative, creative and trendy, while fully understanding and respectful of club traditions and culture. Shannopin Country Club members love their dining to be simple but creative and quick. It is a family-focused club with a need to be "in and out". That being said, the membership loves their events with upgraded food selections and look forward to being "wowed" with presentation. Our next Chef will be expected to be present with the membership and be able to be "hands on" with events. The most important requirement for this position is the "Mutual Trust and Respect" Relationship between the General Manager, Executive Chef, Food and Beverage Manager, and Banquet

Manager. Honesty, Integrity, Moral Character, Intestinal Fortitude, "Fire in the Belly," Desire, and Passion for achieving Goals are must-haves.

Job Requirements:

- The Executive Chef is hands-on and cooks or directly supervises the cooking of items that require skillful preparation.
- Organized and detail-oriented without an ego-driven approach.
- The ability to lead, motivate, and mentor aspiring individuals throughout the organization.
- Must be a team player who leads by example.
- Is a good communicator. Participates with newsletter articles and appears at specialty dinners to provide food commentary.
- Consults with GM, House and Social Committees, and other management about food production aspects of special events being planned.
- Competent in organization and time management skills.
- Develops recipes, standards, and techniques for food preparation and presentation that will assure a consistently high-quality product.

Key Expectations and Goals:

- The role of the Executive Chef of SCC is to be completely responsible for the opening, closing, and daily consistent execution of operational standards and Culinary Programs for all the Food and Beverage venues of SCC.
- The Chef serves as role model and sets the standard for all employees to maintain high-quality and consistent member service. This requires an advanced knowledge of industry best practices and member service.
- The successful candidate will be a motivator committed to professionalism and staff development through hands-on training and coaching.
- The Executive Chef interacts enthusiastically with, and is visible to, the membership and is available to the membership for consultation on menus for private events.
- The Executive Chef will attend all Executive Staff meetings and is expected to maintain a professional relationship with all employees.
- Works with General Manager on the annual budget. Should have knowledge of budget analysis, kitchen accounting and kitchen and dining areas relative to point-of-sale applications. Knowledge of Jonas is a plus.

Priority Will be Given To:

- Candidates with Executive Chef experience.
- Candidates with a CEC accreditation or a CCC working towards CEC.
- Country Club experience.
- 5 years of experience with a proven track record of moving up towards an Executive Chef role.

Additional Information:

- Annual food sales at \$1.3M; total F&B Sales \$1.85M.
- The Food cost is 35% with a sales mix of 55% a la carte and 45% banquet.
- The F&B employees are supported by a \$330,000 labor budget.
- The Club maintains two (2) kitchens. (Main and Pool Snack Stand). We also use a gas grill for golfers 3-4 days per week during the golfing season.
- The Clubhouse is 40,000 sq. ft. with 430 members whose average age is 48.
- The Club operates eleven (11) months annually with usage throughout the year. Closed Christmas Day.

- The Executive Chef reports to the General Manager and works directly with the Food and Beverage Manager and Banquet Manager.
- The previous chef was with the Club for two (2) years as Executive Chef and three (3) years as Executive Sous Chef.
- Dining Facilities: (Five Ala Carte Outlets)
- Chief's Grill – Casual with a 50-seat capacity. Serves lunch and dinner five/six days a week with our a la carte menu.
- Chief's and Ballroom Patio – Casual outside seating in season with a 50-seat capacity. Serves lunch and dinner five/six days a week with our a la carte menu.
- Formal Dining Room – Occasionally used for Ala Carte during cold months; mainly used for private parties with 36 seats.
- Men's Grille – Casual with 80 seats. Open five/six days a week, offers breakfast, lunch, dinner, and cocktails.
- Private Member & Club Events – Serving banquets up to 225 guests
- The Club offers a competitive compensation plan including a competitive base salary based on experience and skill, ACF dues, health & life insurance, a simple IRA and other standard perks.

Interested individuals should send resumes, a well-conceived cover letter, and supporting information to **Mike Meissner, General Manager** at mike.meissner@shannopincc.com (a Personal Portfolio is encouraged) in strict confidence.



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Don't just join... Belong.