



1956

BEACON HILL CLUB

Executive Chef Profile:

Beacon Hill Club

Summit, NJ

Beacon Hill Club, established in 1956, is currently seeking our next Executive Chef to lead our culinary program. A true four-season experience, Beacon Hill Club features 7 Har-Tru Tennis courts, 4 Paddle Tennis Courts, a recently renovated and lighted outdoor ice rink, a heated swimming pool with a kiddie pool, and an active culinary program featuring two kitchens. It is a true family club used year-round by its Members.

The Executive Chef is responsible for all food production across the Club and oversees all culinary staff including Sous Chef, Line Cooks, and Dishwashers. The Executive Chef should possess a skill set that includes staff hiring and mentoring, the ability to create and maintain a positive work environment and be well-versed in developing and writing innovative menus and specials that change frequently.

About the club and culinary program

Beacon Hill Club is an authentic family-oriented club situated on historical grounds. Founded by friends looking to create a neighborhood athletic and social club, Beacon Hill is an escape for families to enjoy the four seasons of the year and inspire healthier and happier moments. Excellent, personalized service across all areas of the club blended with state-of-the-art amenities in a strikingly serene setting combine to make BHC our members' favorite family destination.

Beacon Hill Club and its Members have recently approved a Long-Range Project Investment that includes updating and renovating the Main Clubhouse kitchen and a complete reconstruction of the club's Carriage House Dining facility which includes expanding the kitchen and dining experience. The next Executive Chef will be a vital figure in designing two soon-to-be-renovated kitchens.

Beacon Hill Club is currently open 12 months per year with two separate two-week closures in March and August each year. The Club features a Main Clubhouse with an upscale casual restaurant and outdoor terrace. Most dining and social events are held in the Main Clubhouse. The Carriage House is the current seasonal restaurant that serves the pool in the summer and the ice rink in the winter.

The Club's 2021 renovation of the Main Clubhouse Bar has seen an uptick in membership and provided another outlet for food and beverages to the Members.

Beacon Hill Club important numbers:

- 1956 club is established
- 472 Members across multiple categories
- \$5.5 million in Total Revenue
- \$2 million in Food & Beverage Revenue
- 70% a la carte; 30% events post-pandemic
- 54 Years old average age of members
- 8 Full Time Culinary team members
- 20 Full and Part Time Culinary team members during peak seasons

Leadership

- Be a collaborative team player who is willing to be “hands-on” and work with the team side by side each day doing whatever it takes to deliver the best Member experience.
- Be an active recruiter of team members and someone who inherently enjoys developing and building his/her/their team and leading them to significant, positive membership satisfaction outcomes.
- Have passion and aptitude for teaching and training of all food service personnel.
- Focused and consistent evaluator of personnel including oversight of high standards of appearance, hospitality, service, and cleanliness of the kitchen facilities.
- Establish and enhance operating standards for personnel and consistently evaluate the execution of these high standards.
- Work closely with the front-of-house food and beverage managers to ensure a cohesive dining experience that continually exceeds the Members’ and guests’ dining expectations.
- Engage and listen to the Members and staff, earning their trust through continued enhanced operations and consistency.
- Always maintain high visibility and physical presence, especially during high-volume business times.
- Continue education regarding diverse and new culinary trends and cuisines.
- Possess an approachability that is welcoming to the Members and staff while always maintaining calm under pressure and a “cool demeanor.”
- Foster and create a welcoming, accessible, and inclusive kitchen environment and atmosphere for all club staff that is based upon mutual respect.
- Will lead by example and set the tone for what the standard of the BHC culinary should attain to be.

Operations

- Develop and maintain standard recipes and techniques for food preparation and presentation to help assure a consistent and high-quality product.
- Update and rotate a variety of food offerings year-round that fit seasonally and with growing Member tastes.
- Constantly evaluating food products to ensure that quality standards are *ALWAYS* attained.
- Update and then maintain opening and closing checklists for each area/station within the kitchen(s).
- Develop and maintain weekly and monthly cleaning checklists.
- Safeguard all food-preparation employees by implementing training to increase their knowledge of safety, sanitation, and accident-prevention principles.
- Maintain safety training programs; manages OSHA-related aspects of kitchen safety and maintain MSDSs in an easily accessible location.

Membership

- Have a hospitality-first mindset that embraces and promotes the culture of Beacon Hill Club.
- Be Member-facing and develop a positive rapport with the membership.
- Be comfortable and happy to engage with membership via menu planning throughout the F&B outlets of the Club.
- Be comfortable visiting tables and engaging with the Members.
- Welcome, encourage, and engage in regular feedback with the Members.
- Be responsive to Members' requests and live every day with a "yes" mindset.
- Develop menus that embrace club favorites while still providing new and exciting options through seasonal menu changes and weekly features.
- Be creative and not afraid to take chances with your menus and specials.

Financial

- Plan menus and staffing for all food outlets and special occasions at the Club.
- Schedule and coordinate the staff to assure that food preparation is economically sound while maintaining technical control and staying within budgeted labor cost goals.
- Monitor and approve weekly payroll and timesheets for all culinary employees.
- Consistently monitor payroll and labor resource allocations creating effective and efficient staffing models for all facilities.
- Prepare necessary data for applicable parts of the budget; project annual food, labor, and other costs and monitor actual financial results; take corrective action as necessary to help assure that financial goals are met.
- Review and approve product purchase specifications.
- Maintain strong relationships with local vendors to ensure the best prices for the best quality products.

- Maintain and prepare accurate monthly inventories and event costings, as necessary.

Initial Priorities

- Evaluate and set appropriate and necessary standards of operation.
- Take ownership of the entire culinary experience from start to finish.
- Work closely with and develop positive relationships with members of the FOH leadership team and culinary team.
- Evaluate current culinary experience (menus, staffing, costs, etc.) and update and improve as needed.
- Establish yourself as a leader in the kitchen with a mentorship mentality to bring out the best in your team.
- Work with General Manager on the best designs for an updated main kitchen and then a remodeled second kitchen.

Experience

- At least five years of progressive culinary experience; private club experience is a plus.
- Preferably, has a culinary or related degree.
- An in-depth knowledge of the various processes for menu design, development, and pricing; food sourcing, procurement, and handling.
- Is a dynamic, creative, empathetic, and caring individual who communicates well with staff and Members.
- Has exceptional cooking skills, with the ability to train, mentor and manage a diverse kitchen staff with varying degrees of talent and experience.
- Has experience planning and monitoring all food-production-related costs.
- Successful experience developing food purchase specifications and standard recipes.
- Has a proven history of maintaining food quality and sanitation standards.
- Experience with using proper technology including POS systems and Microsoft Office, preferably: Jonas or Jonas Encore, Microsoft Excel, Word, and Outlook.
- Food Safety Certified.

Salary and Benefits

The salary is open and commensurate with qualifications and experience. Beacon Hill Club also offers an excellent bonus and benefits package.

How To Apply

Please email a PDF version of your current resume and a cover letter to RLowther@beaconhillclub.org.

The cover letter should be a thoughtful letter addressed to Beacon Hill Club Search Committee and Russ Lowther, GM. This letter should clearly articulate why the Beacon Hill Club Executive Chef position and location in Summit, NJ is the right fit at this stage of your career.