



RCS Hospitality Group  
a new generation of hospitality management  
6412 Brandon Ave. #339 Springfield, VA 22150  
[www.consultingRCS.com](http://www.consultingRCS.com)

Position Available:  
**EXECUTIVE CHEF**  
Berkeley Hall Club – Bluffton, SC

The Executive Chef has high visibility throughout the Club with direct interaction with members, guests, employees, vendors, etc. and is expected to consistently provide extraordinary customer service. The Executive Chef is responsible for all culinary activities for dining. This position will oversee all activity in the kitchen, train personnel, plan menus, oversee product purchasing, and manage culinary budget. The ideal candidate will possess and display a history of strong financial acumen, be a team leader in all aspects of the club, have a history of delivering on-trend culinary offerings, and exemplify strong organizational skills.

#### **DUTIES AND RESPONSIBILITIES:**

- Plans menus for all restaurant outlets in the Club considering members, marketing conditions, popularity of various dishes, holidays, costs and a wide variety of other factors.
- Develops recipes and techniques for food preparation and presentation which help to assure consistent high quality and to minimize food costs; provides creative twist on familiar dishes; exercises portion control over all items served and assists in establishing menu selling prices.
- Make periodic and regular inspections of units to observe quality of food preparation and service; food appearance; and cleanliness and sanitation of production and service areas, equipment and employee appearance
- Coordinate all training activities for kitchen, bakery, and other production and service employees, including the identification and analysis of training needs and the design and implementation of programs to address these deficiencies to include but not limited to safety, sanitation and accident prevention principles.
- Ensures that food production consistently exceeds the expectations of guests.
- Evaluates food products to assure that quality standards are consistently attained.
- Ensures that high standards of sanitation and cleanliness are always maintained throughout the kitchen areas.
- Establishes controls to minimize food and supply waste and theft.
- Prepares all necessary data for the budget in his/her areas of responsibility; projects annual food and labor costs and monitors actual financial results; takes corrective action where necessary to achieve financial targets.
- Oversee and produce in a timely manner a complete inventory of all food items.
- Consults with other F&B Managers about food production aspects of special events being planned.
- Cooks or directly supervises the cooking of items that require skillful preparation.
- Attends Club House & Social meetings.
- Partners with member committees designed to continuously meet and exceed member expectations.
- Approves the requisition of products and other necessary food supplies.
- Plans and manages the employee meal program.
- Perform other related duties incidental to the work described herein.

#### **PHYSICAL REQUIREMENTS:**

- Capable of working extended days/nights to include weekends and holidays as necessary.
- Able to see well enough to read faint or partially obscured writing or printing, with corrective lenses if needed.
- Must be able to speak English in a clear and understandable voice so that various types of communications may be conducted with people of various levels of education and capabilities.
- Position involves kneeling, stooping, bending, pushing, shoving, lifting, carrying and moving objects that can weigh up to 50 lbs. This can occur throughout the day.



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- Must be able to interact with all types of individuals, be mentally alert, detail oriented, and with good reasoning skills.
- Must be able to transport oneself throughout the property. Must have a valid state driver's license.

#### **ENVIRONMENTAL REQUIREMENTS:**

- Must be able to work on more than one assignment at a time with frequent interruptions, changes and delays. Must be able to remain focused and work effectively, efficiently and cheerfully under such circumstances.
- Must be able to work effectively and cheerfully in an environment which may be stressful due to adversarial situations resulting from the proper performance of duties.
- This position will alternate between working indoors in a controlled climate and with proper lighting to an outdoors setting with variable climate and lighting.
- Must be able to adapt to the climate with marked changes in temperature from the heat in the kitchen area to the cold of refrigerated areas.

#### **EDUCATION AND EXPERIENCE:**

- B.S. Degree in Culinary Arts
- Minimum 5-7 years progressive culinary/kitchen management experience
- Proven track record of team management, organizational and coaching skills
- Diplomatic team player able to foster relationships with members, employees and guests
- Excellent interpersonal skills
- Possess characteristics that command a presence in the dining room
- Creative menu development skills
- Comprehensive knowledge of expense control as it relates to service payroll and the forecasting/budgeting of expenses

#### **SALARY RANGE:**

Base salary commensurate with experience. Upon eligibility, a comprehensive benefits package including health, dental, vision, life insurance, paid time off, and 401(K) plans. ACF (or similar) Memberships dues, fees and education allowance.

#### **REPORTS TO:**

Executive Clubhouse Manager

#### **FOOD AND BEVERAGE OPERATION:**

The food and beverage operation offer's 2 full-service dining areas, Main Dining Room (seats 120) and Tap Room (seats 60) serving approximately 180 members. The Club also offers other dining opportunities such as the Tuscany Room (seats 16), Berkeley Room (seats 40), Verandah (seats 28), Men's Locker Room (seats 70), Ladies Locker Room (seats 32), Spa café (seats 16), and River Park (seats 140). Total F&B Revenue is approximately \$1.2 million with 30% coming from banquets. We have an engaging and active membership in our F&B venues that thrive on diversity along with some normality.

Berkeley Hall Club offers traditional club events such as New Year's Eve, Easter Brunch, and other major holidays as well as non-holiday events such as golf events, wine dinners, wine tastings, and themed parties. These non-holiday events are offered frequently and are critical to attracting different demographics and creating engagement, which ultimately delivers increased membership value.



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**CLUB INFORMATION:**

Berkeley Hall Club is a distinctive private golf community edged on the banks of the pristine Okatie River in Bluffton, South Carolina – the heart of the coastal Lowcountry – a world with a casually inviting and active lifestyle that sets the standard for all private communities. Just minutes from Hilton Head Island, Bluffton was voted among the “25 Best Places to Retire” by Forbes magazine.

The 980-acre property is unique among top private golf communities. With two world-class Tom Fazio courses and a stunning Jeffersonian-style clubhouse that form the “Core of the Community,” the 554 homes/home sites are arranged around the 36 holes’ perimeter allowing two walkable classic courses that feel more like a golf retreat. Berkeley Hall is the lowest density private club in the Southeast with an average of 5.3 home sites per hole. In course designer Tom Fazio’s words, “Berkeley Hall is one of the great golf communities in the Coastal Carolinas. Each of my two courses have a different feel. It’s a special place with a membership committed to delivering a lifestyle at the highest level.”

With all the amenities you expect for a healthy lifestyle; a world-class spa & fitness center, kayaking at the River Park, miles of walking trails, and exceptional culinary options attract members from across the country as well as internationally.

Named among the top 100 Platinum Clubs of America by Club Leaders Forum, Berkeley Hall is among only a small number of top private clubs across the nation to earn the honor of being a 5-Star Private Club, Platinum Club of America. Achievement of Platinum Club status along with Distinguished Club designation awarded by BoardRoom magazine elevates Berkeley Hall to a level attained only by the finest clubs in the world.

The Club is embarking on an extensive long-term Master Plan that will carry our community forward in a positive, vibrant direction. The Master Plan will result in significant decorative changes to the dining locations that will increase member participation in club dining.

Member-owned and operated since January 2005, Berkeley Hall is professionally managed, debt-free and maintains a multimillion-dollar capital reserve.

**INSTRUCTIONS FOR APPLYING:**

Please send cover letter outlining your career progression choices, a resume, references, and salary requirements to: Brian Armstrong at [brian@consultingRCS.com](mailto:brian@consultingRCS.com)