



RCS Hospitality Group
a new generation of hospitality management
6412 Brandon Ave. #339 Springfield, VA 22150
www.consultingRCS.com

Position Available:
EXECUTIVE CHEF
Wexford
Hilton Head, SC

Wexford, a prestigious private community on Hilton Head Island in the Lowcountry of South Carolina, is currently seeking an Executive Chef. It aims to bring on board an individual well-versed in the intricacies of a private club environment. The ideal candidate should be dedicated to delivering top-notch service, capable of introducing innovative culinary concepts while upholding the cherished traditions of the Club and committed to ensuring an unparalleled experience for its members.

POSITION OVERVIEW

The Executive Chef position at Wexford oversees comprehensive kitchen operations in the exclusive waterfront community. The responsibilities involve developing menus, purchasing specifications, and recipes while maintaining the highest food quality and sanitation standards. The role encompasses managing food and labor costs, supervising kitchen staff, and collaborating with various teams to exceed member and guest expectations. The Executive Chef is also tasked with planning menus, coordinating kitchen staff, implementing safety programs, and showcasing exceptional cooking skills and technological proficiency.

RESPONSIBILITIES

- Oversees all food production, including that sold in restaurants, banquet functions, and other outlets.
- Develop menus, food purchase specifications, and recipes.
- Supervises production and staff.
- Develops and monitors food and labor costs and budgets for the department.
- Maintains the highest professional food quality and sanitation standards.

JOB DUTIES

- Hire, train, supervise, schedule, and evaluate the work of management staff in the food production departments.
- Plan menus for all food outlets in the club and special occasions and events.
- Schedule and coordinate the work of chefs, cooks, and other kitchen employees to ensure that food preparation is economical, technically correct, and within budgeted labor cost goals.
- Approve the requisition of products and other necessary food supplies.
- Ensure high sanitation, cleanliness, and safety standards are maintained throughout all kitchen areas.
- Establish controls to minimize food and supply waste and theft.
- Safeguard all food preparation employees by implementing training to increase their knowledge about safety, sanitation, and accident prevention principles.
- Develop standard recipes and techniques for food preparation and presentation that help to ensure consistently high quality and minimize food costs; exercise portion control for all items served and assist in establishing menu selling prices.
- 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 ensure that financial goals are met.
- Attend food and beverage staff and management meetings.
- Consult with the House & Social Committee about food production aspects of planned special events.



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- Cook or directly supervise the cooking of items that require skillful preparation.
- Evaluate food products to ensure that quality standards are consistently attained.
- Interact with applicable food and beverage managers to ensure that food production consistently exceeds the expectations of owners and guests.
- Plan and manage the employee meal program.
- Develop policies and procedures to enhance and measure quality; continually update written policies and procedures to reflect state-of-the-art techniques, equipment, and terminology.
- Recruit and make selection decisions; evaluate job performance of kitchen staff; coach, reward, and discipline staff fairly and legally.
- Recommend compensation rates and increases for kitchen staff.
- Establish and maintain a regular cleaning and maintenance schedule for all kitchen areas and equipment.
- Provide training and professional development opportunities for all kitchen staff.
- Motivate and develop staff, including cross-training and promotion of personnel.
- Review and approve product purchase specifications.
- Maintain physical presence during times of high business volume.
- Implement safety training programs; manage OSHA-related aspects of kitchen safety and maintain MSDS's in easily accessible locations.
- Understand and consistently follow proper sanitation practices, including personal hygiene practices.
- Undertake special projects as assigned by the Clubhouse Manager.

JOB KNOWLEDGE, CORE COMPETENCIES, AND EXPECTATIONS

- Exceptional cooking skills.
- Plans and monitors all food-production-related costs.
- Plans menus in conjunction with the Clubhouse Manager and House Committee.
- Develop food purchase specifications and standard recipes.
- Maintains food quality and sanitation standards.
- Ability to pair/match wine and food.
- Knowledge of and ability to perform the required role during emergencies.
- A visible presence at all dinner services and owner and outside events.
- Leverages and understands generally accepted technology for financial reporting and control, budgeting, inventory control, customer satisfaction, and point-of-sale technology.

CANDIDATE QUALIFICATIONS

- Culinary Institute degree undergraduate or associate degree.
- 15 years of relevant experience or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.
- Food safety certification.
- CPR Training.

REPORTS TO

- Clubhouse Manager

DIRECT REPORTS

- Sous Chef



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THE CLUB OFFERS

The base salary is \$160,000 annually, depending on experience, plus a bonus. Upon eligibility, a comprehensive benefits package includes health and dental, insurance, vacation, paid time off, and a 401(K) plan. ACF (or similar) Membership dues and fees.

CLUB OVERVIEW

Nestled on Hilton Head Island in the heart of South Carolina's Lowcountry is the exclusive private waterfront community known as Wexford. Boasting a remarkable inland harbor that is the seafarer's dream, Wexford's facilities and amenities rival only the most high-end private yachts and country clubs.

Beyond the luxurious amenities, the lifestyle comprises community, camaraderie, and charm. As inviting to retirees as it is to young families, our tight-knit community shares a common goal of living life to the fullest with various activities and events designed to bring neighbors together.

With stunning views overlooking the harbor, our elegant Clubhouse offers space to spend time with family, friends, and fellow members. With an extensive wine list and locally sourced, seasonal menus, our exceptional chefs are sure to please any palate.

CLUB DETAILS

- 460 Members
- \$1.2M Gross F&B Revenues
- 75% a la carte/25 % banquet
- 2 Dining Outlets
- Website: <https://www.wexfordhiltonhead.com/>

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