



PALOS VERDES GOLF CLUB

EXECUTIVE CHEF POSITION PROFILE

PALOS VERDES GOLF CLUB

PALOS VERDES ESTATES, CA

POSITION INFORMATION:

Title: Executive Chef
Department: Food & Beverage
Job Type: Full-time
FLSA Status: Exempt
Reports to: General Manager/COO
Location: Palos Verdes Estates, California
Website: www.pvgc.com

Position Overview: The Executive Chef is responsible for overseeing all culinary operations at the Club, ensuring excellence in food quality, presentation, and sanitation. This role directs the preparation and delivery of high-end cuisine across the Club's outlets, including Member dining, grill, banquets, and golf tournaments. The Executive Chef leads the culinary team, manages costs, maintains safety and sanitation standards, and creates memorable dining experiences that exceed Member and Guest expectations while enhancing the Club's reputation and future success.

ABOUT PALOS VERDES GOLF CLUB:

Palos Verdes Golf Club is a private club located in the middle of an 800-acre parkland preserve overlooking Santa Monica Bay with ocean views visible from 14 holes. Established in 1924, the golf course has long been referred to as "The Hidden Gem" and the clubhouse is a designated historical building by the Palos Verdes Historical Society. PVGC was the proud host of the LPGA's Fir Hills Seri Pak Championship (2021-2024) and is the long-standing host to the Therese Hession Regional Challenge where 16 top ranked women's collegiate teams compete annually.

PVGC has recently completed a \$2M kitchen renovation with a new banquet kitchen, while adding over 1,800sf, and state-of-the-art equipment. Additionally, the Club successfully completed a \$2.5M driving range and short game area renovation in 2025 that includes Trackman Range and solar. Finally, PVGC anticipates breaking ground on another game-changing project with a \$17.5M new clubhouse to include a new Pro Shop, Golf Simulation, Bag Storage, Men's Locker Room/Lounge and a new Snack Bar beginning in Q2 of 2026.

PVGC is proud to have recently celebrated their 100th year anniversary in November 2024 and is looking forward to the next 100 years of excellence!



PALOS VERDES GOLF CLUB

PALOS VERDES GOLF CLUB BY THE NUMBERS:

- 749 Members
- 61 Average of Age Members
- \$17M annual gross volume-operations + \$3.5M-capital
- \$5.5M Annual F&B Revenue (Approximately)
- Catering/Events \$3m + \$2.5M Member a la carte
- 25 FT kitchen staffing (including Executive Chef & Sous Chefs)
- 4 Kitchens – Main, Banquet (new), Prep and Snack bar
- 25 Weddings Annually (historical)
- F&B closed on Mondays and Tuesdays (except tournaments)
 - Wednesday-Sunday - lunch service
 - Wednesday-Saturday - dinner service
- 140 Employees | 95 full time
- 9 Board Members with 3-year terms
- The Club is organized as a 501(c)7

CANDIDATE QUALIFICATIONS AND SKILLS:

The ideal candidate will have a heart for hospitality and passion for excellence showcased in their creativity, consistency, and high level of talent as a culinary master. They will elevate the culture of Palos Verdes Golf Club, as they are an integral part of the Club's overall success. They are comfortable leading a team in a fast-paced Club/Kitchen environment, applies problem-solving and sound judgement to meet Member and Guest needs while maintaining the highest level of quality and standards.

They will demonstrate strong professionalism, stay on trends, be attentive to detail, and will have excellent verbal and organizational communication skills. As the face of culinary operations, the Executive Chef must be comfortable conversing and interacting in both the kitchen and dining areas as they interface with Members, Guests, Staff, and vendors throughout the day.

The candidate must be able to follow and enforce Club policies, procedures, and handbook rules, maintain proper grooming standards, and work a flexible schedule including nights, weekends, and holidays.

- Minimum 10+ years of progressive culinary experience in a high-volume, fine-dining environment (Country Club experience strongly preferred)
- Minimum 8+ years of supervisory/management experience
- A Culinary Arts degree from an accredited school preferred
- Certified Executive Chef preferred
- Certification in food safety is required
- Proven ability to improve bottom-line P&L performance
- Extensive knowledge of food and beverage operations, kitchen procedures, and food safety standards

ESSENTIAL RESPONSIBILITIES:

- ◆ Approach all interaction with Members, guests, and colleagues in a courteous, service-oriented manner; demonstrate ability to interact and thrive with management and co-workers



PALOS VERDES GOLF CLUB

- ◆ Develop menus and pricing, keeping food costs at an acceptable level and ensuring world-class cuisine at all levels
- ◆ Develop fresh and new menu items, daily specials, and promotions to increase revenue
- ◆ Work with Director of Catering and F&B Management team to develop creative food offerings for Member and Guest events
- ◆ Ensure consistency and excellence in food quality and presentation for the Club
- ◆ Ensure consistency in the four p's of food production: portioning, preparation, plating, and presentation
- ◆ Direct and assist in all food preparation, including cleanliness, technique, accuracy in recipes, and consistency in presentation
- ◆ Develop systems to ensure kitchen operation is consistent and efficient
- ◆ Personally prepare or supervise the preparation of difficult, new or special food items
- ◆ Maintain comprehensive product knowledge including ingredients, equipment, suppliers, markets and current trends and adjust kitchen operation accordingly
- ◆ Keep a pulse on Membership culinary preferences and change/update menu items at least quarterly, with weekly specials
- ◆ Maintain the kitchen area in a neat and orderly fashion, including conforming to all California Health Department Rules and Regulations
- ◆ Enforces cleanliness of kitchen staff members, including uniform codes and hygiene regulations set forth by the California Health Department
- ◆ In conjunction with the Director of F&B and Director of Catering, develop annual budget for the kitchen department and catering; provide monthly variance reports to said budget
- ◆ Prepare operational reports and analyses outlining progress; make appropriate recommendations
- ◆ Perform accurate monthly inventories and maintain updated pricing for inventory sheets
- ◆ Manage inventories on a day-to-day basis to ensure product for normal business levels as well as for special events, weddings, outings, or any event involving food and beverage
- ◆ Oversee all orders, purchases, pricing, contact with vendors, and food costs relative to revenues in each department; control expenditures within set budget
- ◆ Enact receiving policies to ensure efficient, accurate, and safe receipt and storage procedures are followed; monitor accuracy in delivery and pricing
- ◆ Set food production and stewarding goals and develop strategies, policies and procedures
- ◆ Develop maintain, and evolve training materials, a training program, and retraining methodology
- ◆ Recruit, hire, train, and provide direction, leadership and career development to kitchen staff.
- ◆ Manage and assist subordinate kitchen management, ensuring that they maintain all policies and procedures
- ◆ Teach culinary team the importance of consistency in preparation and presentation
- ◆ Identify training needs for BOH employees; design and implement programs to address any deficiencies



PALOS VERDES GOLF CLUB

- ◆ Ensure proper staffing levels of kitchen employees in regards to special events, weddings, golf outings, and normal business levels in all Club dining outlets
- ◆ Enforce all company policies, procedures, business ethics codes, and applicable laws
- ◆ Consistently promote a harassment-free work environment and reports any infractions, or suspected infractions or claims, to HR as soon as possible after an observation is made or a receipt of a claim from a staff member
- ◆ Consistently promote a safe working environment
- ◆ Perform all duties in accordance with Club expectations

SALARY AND BENEFITS:

- Salary Range: \$205,000 - \$240,000 annually/commensurate with experience
- Bonus Potential: Eligible for up to 10% of annual salary
- Association Membership (dues, travel, conference, and ongoing education)
- Eligible for relocation/transition assistance
- Benefits:
 - 401k w/Club Match (4%)
 - Medical, Dental, and Vision
 - Life & Long-Term Disability
 - Vacation, Sick, Holiday Pay
 - Education Assistance
 - Eligible for PVGC Scholarship Program up to \$15K per child, per year, for a Cal State, UC, 4-Year University, or Private University education

PLEASE SEND RESUMES TO:

For applicants interested in applying for this position, please submit your cover letter and resume to: General Manager/COO, David Stocke, CCM at dstocke@pvgc.com no later than Friday, February 27, 2026.

Applicants must prepare a thoughtful cover letter written specifically to the **General Manager/COO, David Stocke, CCM** clearly addressing alignment with the role, why you should be considered, and the mutual benefit to you, your career, and the Palos Verdes Golf Club Membership and our beloved staff.