

EXECUTIVE CHEF PROFILE RIVIERA COUNTRY CLUB CORAL GABLES, FL

THE EXECUTIVE CHEF OPPORTUNITY AT RIVIERA COUNTRY CLUB

Riviera Country Club in Coral Gables, Florida, is seeking an Executive Chef to lead its vibrant and highly regarded culinary program. Known for its long-tenured, stable leadership team, the Club has built a culture of collaboration, consistency, and excellence that is deeply valued by its diverse, multicultural membership. With the retirement of a respected Executive Chef, Riviera presents an outstanding opportunity for a culinary leader to step into a well-established operation that features multiple dining outlets and a consistently busy à la carte program. The Club is looking for a chef who appreciates tradition while continuing to elevate the member dining experience through thoughtful leadership, strong team development, and a commitment to quality and hospitality.

[Click here to view a brief video about this opportunity.](#)

ABOUT RIVIERA COUNTRY CLUB

Riviera Country Club is located in the heart of Coral Gables, one of South Florida's most picturesque and historic communities. Known for its Mediterranean-style architecture, tree-lined streets, and vibrant cultural scene, Coral Gables offers members easy access to fine dining, boutique shopping, and cultural landmarks such as the Biltmore Hotel and the Venetian Pool. Its central location also places members just minutes from Miami's dynamic city life, combining the charm of a historic neighborhood with the convenience of a major metropolitan area.

Riviera Country Club offers a wide range of amenities designed to create an active, welcoming environment for members and their families. Set across approximately 113 acres, the Club features a beautifully maintained 18-hole golf course originally designed by renowned golf architect Donald Ross. Golfers also enjoy a practice driving range and professional instruction through the Club's pro shop. In addition to golf, the Club includes eight clay tennis courts that host both casual play and competitive tournaments throughout the year, making it a hub for racquet sports within the community.

Beyond athletics, the Club provides excellent recreational and social facilities for all ages. Members have access to a family pool and dedicated lap pool, a modern fitness center, and outdoor green play areas designed for children. The spacious clubhouse serves as the social heart of the Club, offering elegant dining rooms, casual family dining, and lounge spaces where members can gather for meals, celebrations, or relaxed evenings. Private event spaces, including the Riviera Ballroom and Palm Room, host weddings, banquets, and community events, while weekly gatherings such as live-music evenings foster a vibrant and welcoming atmosphere.

RIVIERA COUNTRY CLUB BY THE NUMBERS:

- Memberships: 1300
- Total Annual Gross Volume \$5.8M
- Annual Food Volume Approximately \$3.9M
- Annual Beverage Volume Approximately \$1.7M
- A la carte 70% Banquets 30%
- 2 Kitchens – (Grille & Founder's)
- Total Number of FB Outlets: 2 plus private dining spaces and banquet spaces
- Covers per year 200K
- Average 5 Weddings a year
- Target food cost: 53%
- 62 direct/indirect reports (including: Chef de Cuisine, Banquet Chef, Sous Chef, Pastry Chef, and Stewards)
- Clubhouse is closed on Mondays
- The Club uses ClubSoft POS

RIVIERA COUNTRY CLUB WEBSITE: www.rivieracc.com

FOOD & BEVERAGE OPERATIONS

The Grille – Located on the lower level, The Grille is a busy three-meal-a-day restaurant featuring an open kitchen and full bar. It serves as an à la carte outlet and supports to-go dining for members enjoying the pool.

The Founder's Lounge – Situated on the main level, the Founder's Lounge offers a spacious à la carte dining setting with a full bar. The outlet features a daily buffet along with à la carte selections available throughout the day. The Club also supports an active banquet program, regularly hosting member events and social gatherings.

EXECUTIVE CHEF JOB OVERVIEW

The Executive Chef provides overall leadership and oversight of all food production at the Club, including à la carte dining, banquets and catering, pastry, and employee meals. This role ensures consistent culinary quality, efficient kitchen operations, and production systems that meet the Club's standards and member expectations. The Executive Chef leads and develops a large, diverse culinary team, including the Chef de Cuisine, Sous Chefs, and Pastry Chef, while working closely with the GM/COO and leadership team to uphold strong culinary standards, accountability, and operational alignment across all back-of-house functions. Spanish language skills are not required but would be considered a plus in this diverse team environment.

Leadership

- Take full ownership of the culinary team; build trust by engaging, observing, learning, and listening to their wisdom, experience, and needs.
- Earn members' trust by instilling confidence through continued enhanced operations, interaction, and visibility.
- Involve team members in the decision-making process of how "work gets done" and create a work environment of mutual respect in which people want to come to and participate every day.
- Work closely with the front of house leadership and broader club leadership team.
- Be a focused and consistent evaluator of personnel, ensuring that standards of conduct and delivery are met.
- Be an active and dynamic recruiter of team members and someone who inherently enjoys developing and building his/her team and leading them to significant, positive membership satisfaction outcomes.
- Have a passion and aptitude for teaching and training all food service personnel, working as necessary with the team directly responsible for operations to create a learning culture of development.
- Maintain and consistently enhance operating standards for personnel in areas of responsibility and consistently evaluate knowledge, understanding, and execution of these high standards.
- Host daily/weekly team briefings and line-ups with direct reports to keep them informed of necessary and relevant activities and expectations at the Club.

Operations

- Plan, organize, and run a busy a la carte and banquet operation simultaneously with multiple events happening at the same time across multiple locations.
- Maintain standard recipes and techniques for food preparation and presentation that help to ensure consistency, high-quality, and minimize food costs.
- Continue to maintain the positive culture of healthy employee meals and understand the importance they have for the team's morale.
- Attend Food and Beverage, Leadership, Financial, and other Meetings and represent the culinary team.
- Maintain controls to minimize food and supply waste and theft.
- Maintain safety training programs. Manages OSHA-related aspects of kitchen safety and maintains MSDSs in an easily accessible location.

Membership

- Have a heart of hospitality, embrace, appreciate, promote, and elevate the warmth and culture of the Club.
- Be highly visible and engaged with Membership throughout the F&B outlets and events, have an intuitive feel for where to be and when.
- Welcome, encourage, and engage in regular feedback from Members.

- Be responsive to Members' requests for menu selections, event planning, etc., and strive to find creative ways to accommodate reasonable requests with a "can-do" approach
- Consistently innovate, elevate events, and build on a core selection of club favorites and signature dishes.
- Create seasonally appropriate menus that the Membership has a hard time choosing from, with regular features and specials.

Financial

- Clearly understand the metrics for successful attainment of financial goals and objectives in F&B operations and consistently reviews these expectations with his or her direct reports to ensure understanding and 'buy-in' from those contributing to their attainment.
- Oversee the pricing of menus for all outlets in the Club and for special occasions and events. Schedule and coordinate the work of chefs, cooks, and other kitchen employees to ensure that food preparation is economical and technically correct, and within budgeted labor cost goals.
- Embrace the use of systems (including regular inventory processes) to assist in the management of the kitchen and the financial performance of the operation.
- Monitor payroll and labor resource allocations to ensure they are in line with financial forecasting and goals.
- Prepare data for applicable aspects 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.
- Maintain strong relationships with local vendors and identify new vendors to ensure the best prices for the best quality products.

INITIAL PRIORITIES OF THE EXECUTIVE CHEF

- **Champion Consistency & the Basics Done Exceptionally Well:** Establish uncompromising standards around food quality, execution, sanitation, and organization, ensuring member favorites and everyday classics are delivered with the same care and focus as special events and refined dining.
- **Gain an Understanding of Members & Their Habits:** Quickly learn the membership's preferences, traditions, dining patterns, and expectations, honoring beloved staples while building trust through reliability, consistency, and responsiveness.
- **Develop Thoughtful Innovation & Creativity:** Introduce creativity with purpose, refreshing menus, features, and events in ways that feel exciting yet appropriate for the Club.
- **Developing and Inspiring People:** Lead as a hands-on mentor and teacher, strengthening the culinary bench through training, coaching, and accountability while fostering a culture of pride and professionalism.
- **Visibility & Member Engagement:** Be an active, approachable presence in both kitchens and dining rooms, genuinely enjoying interaction with Members, staff, and stakeholders.
- **Demonstrate Strong, Steady Leadership:** Provide confident, organized leadership across a large and complex operation, setting clear expectations, partnering closely with FOH and Club leadership, and modeling integrity and professionalism at every level.

CANDIDATE QUALIFICATIONS

- Ten years' experience in a similar role with exposure to luxury hospitality, or large multi-outlet operations with both busy a la carte and banquets.
- Fifteen years of food production and management.
- Experienced with and embraces new technology, including POS and Microsoft Suite.

EDUCATIONAL AND CERTIFICATION QUALIFICATIONS

- A bachelor's degree is preferred with a focus on Hospitality Management or Culinary.
- In lieu of the degree, substantial culinary or hospitality experience will be considered.
- Has achieved or is working towards Certified Executive Chef (CEC) certification through the American Culinary Federation (ACF) or Pro Chef II certification through the Culinary Institute of America.
- Food Safety Certified

EMPLOYMENT ELIGIBILITY VERIFICATION

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

SALARY AND BENEFITS

Salary is open and commensurate with qualifications and experience. The Club offers an excellent bonus and benefits package, including association membership.

INSTRUCTIONS ON HOW TO APPLY

Please upload your resume and cover letter, in that order, using the link below. You should have your documents fully prepared to attach when prompted during the online application process. Please be sure your image is not present on your resume or cover letter; that should be used on your LinkedIn Profile.

Prepare a thoughtful cover letter addressed to **Mark Snure, General Manager/COO, Riviera Country Club**. Clearly articulate your alignment with this role, why you want to be considered for this position at this stage of your career, and why RCC and the Coral Gables, FL area will benefit you, your family, your career, and the Club if selected.

You must apply for this role as soon as possible, but no later than Monday, June 8th. Candidate selections will occur mid-June, with the first Interviews expected in late June and the second interviews a short time later. The successful candidate should assume his/her role in late August

IMPORTANT: Save your resume and letter in the following manner:

“Last Name, First Name - Resume” &

“Last Name, First Name - Cover Letter Riviera CC”

(These documents should be in Word or PDF format.)

Note: Once you complete the application process for this search, you cannot go back in and add more documents.

[Click here](#) to upload your resume and cover letter.

If you have any questions, please email Bethany Taylor: bethany@kkandw.com

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