

EXECUTIVE CHEF PROFILE KENT COUNTRY CLUB GRAND RAPIDS, MI

THE EXECUTIVE CHEF OPPORTUNITY AT KENT COUNTRY CLUB

Kent Country Club is seeking a dynamic and highly motivated Executive Chef (EC) to lead its culinary program and continue elevating the overall food and beverage experience for the membership. This role offers the opportunity to deliver consistently high-quality dining across both à la carte and banquet operations. Working closely with the leadership team, the EC will play a key role in shaping and defining the Club's culinary vision, upholding operational standards, and encouraging member engagement.

The successful candidate will be a composed and steady leader who brings both intensity and passion to the role, leading by example through a hands-on approach and active presence in the kitchen each day. They will foster a "yes" culture and create a workplace environment that is grounded in open communication, trust, and mutual respect, while understanding how to set appropriate boundaries and expectations. This individual will build upon a strong existing team, recognizing its potential while maintaining continuity and driving growth through mentorship and accountability. The EC will cultivate a culture of professionalism, collaboration, and pride that resonates with both staff and membership.

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

ABOUT KENT COUNTRY CLUB

Kent Country Club offers members a full range of premier amenities centered around its historic Donald Ross-designed golf course. The Club's unique no-tee time policy allows golfers to enjoy the course at their own pace while experiencing championship-level course conditions throughout the season. In addition to golf, members can take advantage of multiple dining venues, social events, and a welcoming atmosphere that emphasizes comfort, service, and tradition.

Beyond the course, Kent Country Club provides outstanding family-friendly amenities designed for members of all ages. The aquatics center features a zero-entry pool, lap swim opportunities, and a Junior Swim Team, while the poolside café offers convenient food and beverage service throughout the summer. The Club also hosts junior programs, seasonal events, and family-focused activities that make Kent a true "home away from home" for members and their guests.

Located near the heart of Grand Rapids, the Club is surrounded by a vibrant and growing community known for its arts, dining, and outdoor recreation. Members enjoy easy access to the city's cultural attractions, such as the Frederik Meijer Gardens & Sculpture Park and the Grand Rapids Art Museum, as well as the region's renowned craft breweries and scenic parks. This prime location allows Kent members to experience both the tranquility of the Club and the energy of one of Michigan's most dynamic cities.

KENT COUNTRY CLUB BY THE NUMBERS:

- Members: 402 | Average Age of Membership: 55
- Total Annual Gross Volume: Approximately \$8.1M
- Annual Food Volume: Approximately \$1.2M
- Annual Beverage Volume: Approximately \$557K
- À la Carte (35%) and Banquets (65%)
- 3 Kitchens: Clubhouse, Poolside, and Half-Way House
- Total Number of FB Outlets: 5 plus private dining spaces and banquet spaces
- Covers per Year: 29k | Weddings per Year: 4
- Target Food Cost: 42%

- Annual Gross Payroll: Approximately \$3.9M
- 15 Direct/Indirect Reports
- Clubhouse is closed on Sundays & Mondays
- The Club uses Club Essential for POS

KENT COUNTRY CLUB WEBSITE: www.kentcountryclub.com

FOOD & BEVERAGE OPERATIONS

Kent Room (40-lunch and dinner): Classic setting with beautiful views of the Club's iconic golf course.

East Room (30-lunch and dinner): Adjoining dining space to the Kent Room, with access to the Champion's Bar. This space offers a classic dining experience with today's approach to energy and has exposure to various scenes. Beautiful views of the golf course while accessing the space with the classic Champion's Bar space.

Champion's Bar (30-lunch and dinner): The heart of the Club, with a classic feel offering membership dining & drinks.

18th Bar (75-lunch and dinner): Casual space for activities and dining.

Main Dining Room (200 a la carte): A classic setting with movable walls for member events and large events.

EXECUTIVE CHEF JOB OVERVIEW

The Executive Chef (EC) at Kent Country Club is responsible for the day-to-day leadership and execution of all culinary operations, including the primary dining outlet and select banquet and private event functions. In this close-knit Club environment, the EC must be a hands-on leader who is deeply involved in menu development, food purchasing specifications, and recipe execution. The EC must ensure quality consistency, maintain strong cost controls, and adhere to the highest levels of food safety and sanitation standards. Working closely with the culinary team and the Club's leadership, the EC needs to effectively and proactively lead, mentor, and develop the kitchen staff. The EC must establish clear standards, systems, and expectations and should foster a culture that ensures accountability, teamwork, and pride in execution. Through strong communication, approachability, and a commitment to excellence, the EC plays a visible and integral role in delivering a memorable and consistent dining experience for the Club's members.

Leadership

- Takes full ownership of the culinary team by building trust through engaging, observing, learning, and listening to their wisdom, experience, and needs.
- Earns members' trust by instilling confidence through continued enhanced food quality, interaction, and visibility.
- Creates a fun, collaborative work environment while being "hands-on" when necessary but understanding when to step back and lead the team.
- Involves team members in the decision-making process of how "work gets done" and creates a work environment with mutual respect in which people want to come to and participate every day.
- Has 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.
- Works closely with the front-of-house leadership and broader Club leadership team to ensure a cohesive experience that consistently exceeds the expectations of members and guests.
- Serves as 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.
- Motivates and develops staff, including cross-training and promotion of personnel.
- Periodically visits the dining area to welcome members.
- Hosts taste panels to assess the feasibility of proposed items on the menu.
- Reviews and approves product purchase specifications.
- Establishes buffet presentations.

Operations

- Serves as a collaborative team player who is willing to be "hands-on" within the daily operations, while training the team to take ownership and step back when appropriate.
- Hires, trains, supervises, schedules, and evaluates the work of management staff in the food and pastry production departments.

- Works collaboratively with the Food and Beverage Director and other staff members to ensure quality food offerings for day-to-day operations and for special occasions and events.
- Actively engages with local culinary education programs, which includes building strong relationships with area high school ProStart programs and the Secchia Institute for Culinary Education at Grand Rapids Community College (GRCC).
- Develops and maintains standard recipes and techniques for food preparation and presentation that help to ensure consistency, high-quality, and minimize food costs.
- Be well-versed in menu development and execution of various cuisine types and styles.
- Attend key leadership meetings and represent the culinary team as a senior leader at the Club.
- Establishes 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.
- Maintains safety training programs. Manages OSHA-related aspects of kitchen safety and maintains MSDSs in an easily accessible location.

Membership

- Has a heart of hospitality and embraces, appreciates, promotes, and elevates the warmth and culture of the Club.
- Is highly visible and engaged with membership throughout the F&B outlets and events.
- Has an intuitive feeling for where to be and when.
- Welcome, encourages, and engages in regular feedback from members.
- Is responsive to members' requests for menu selections, event planning, etc.
- Strives to find creative ways to accommodate reasonable requests with a "can-do" approach.
- Consistently innovates, elevates events, and builds on a core selection of Club favorites and signature dishes.
- Creates seasonally unique and appropriate menus offering regular features and specials.

Financial

- Clearly understands 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.
- Oversees the pricing of menus for all outlets in the Club and for special occasions and events. Schedules and coordinates 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.
- Embraces the use of systems (including regular inventory processes) and technology to assist in the management of the kitchen and the financial performance of the operation.
- Monitors payroll and labor resource allocations to ensure they are in line with financial forecasting and goals.
- Maintains strong relationships with local vendors and identifies new vendors to ensure the best prices for the best quality products.

INITIAL PRIORITIES OF THE EXECUTIVE CHEF

- Sets a Culture of Quality and Pride: Establishes clear expectations around food quality, cleanliness, and execution, and ensures that member favorites and special offerings are prepared with care, consistency, and attention to detail.
- Focuses on Consistency and the Fundamentals: Prioritizes doing the basics well every day, strong organization, sound systems, and reliable execution, so members can count on a consistently positive dining experience.
- Gets to Know the Members: Takes time to understand member preferences, dining habits, dietary needs, and traditions, while maintaining popular staples and building trust through responsiveness and familiarity.
- Introduces Thoughtful Creativity: Refreshes menus and features in a way that feels approachable and appropriate for the Club, balancing creativity with comfort and familiarity.
- Leads and Develops the Team: Serves as a hands-on leader and mentor, supporting staff development through coaching, training, and clear expectations while fostering a positive, collaborative kitchen culture.
- Present and Approachable: Maintains a visible, welcoming presence in the kitchen and dining areas, building strong relationships with members, staff, and leadership.

- Provides Steady, Practical Leadership: Offers calm, organized leadership within a smaller operation, working closely with the front-of-house and management team to support teamwork, communication, and shared goals.

CANDIDATE QUALIFICATIONS

- Five 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 experience.
- Experienced with and willingness to embrace technology (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 a 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 fully prepared to be attached when prompted for them 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 **Mr. Ward Sutton, General Manager/COO, Kent 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 KCC and the Grand Rapids, MI 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 May 20, 2026**. Candidate selections will occur **late May 2026**, with the first interviews expected in **early June and the second interviews a short time later**. The successful candidate should assume **his/her role in early July**.

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

"Last Name, First Name - Resume" &

"Last Name, First Name - Cover Letter Kent CC"

Note: Once you complete the application process for this search, you are not able to go back in and add additional documents.

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

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

LEAD SEARCH EXECUTIVES

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