

## EXECUTIVE CHEF PROFILE: CAT CAY YACHT CLUB CAT CAY, BIMINI ISLANDS, BAHAMAS

(To apply, click the link at the end of this file.)

### THE EXECUTIVE CHEF OPPORTUNITY AT CAT CAY YACHT CLUB

Located on a private island in the Bahamas on the western edge of the Great Bahama Bank, Cat Cay Yacht Club is looking for an executive chef who is a hands-on leader, mentor and experienced culinarian to lead its culinary operations in paradise.

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

### CAT CAY YACHT CLUB AND ISLAND

The pristine and charming island of Cat Cay is two and one quarter (2 ¼) miles long and a half (½) mile wide (at the widest part of the island) and is made up of a combination of coral, limestone, and sand. This island was once the stronghold of notorious pirates, including Morgan and Blackbeard, and is now the home of the Cat Cay Yacht Club; one of the outstanding playgrounds of the world. The name Cat Cay was given by pirates because the shape of the island resembled the cat line of a sailing vessel.

The island, now a luxury private club, is also a stop for visiting day yachters and an official port of entry for the Bahamas. Cat Cay is located 50 miles SE of Miami and is only 30 minutes away by air. A 1,950-foot runway on the east side of the island provides easy access to the island from Florida. Once ashore the only transportation on the island is by foot, bicycle or golf cart. The natural beauty of the island and the ability to have a safe-haven away from the hustle and bustle of everyday life is the ultimate allure of Cat Cay.

Over the years, Cat Cay Yacht Club has managed to combine the best features of private island life with the infrastructure of a major resort. Many members own luxurious beachfront homes, play tennis or golf on well-maintained inland facilities, dock their yachts in the protected marina, explore pristine beaches, and dine in the island's gourmet and casual restaurants. Members treasure the ultimate luxury of having a private island paradise to share with family and invited guests at their private island homes. Casual elegance in a family-focused setting best describes the culture of Cat Cay Yacht Club.

### CAT CAY YACHT CLUB MISSION

*"Cat Cay Yacht Club is a unique and historic private Bahamian island, dedicated to providing a warm and personal family experience"*

### CAT CAY YACHT CLUB SERVICE STANDARDS

Cat Cay Yacht Club provides exceptional service to members, guests, visitors and co-workers through the following ten service standards.

1. We value the presence of our members, their family and guests on the island, and strive to warmly welcome them and ensure they are enlightened on all we have to offer.
2. We strive to be purpose driven as opposed to simply functional; building a positive, professional relationship with our members and each other.
3. We use polite language to enhance the member experience by maintaining a warm, professional demeanor.
4. We always maintain Cat Cay standards by wearing our name tags, proper uniform attire while on duty.

5. We listen carefully to member complaints using positive eye contact, body language, and compassionately apologizing; offering resolution, going beyond expectations and to the best of our abilities following through for change and minimal reoccurrence.
6. We recognize the strengths and weaknesses of our staff and will work diligently in providing them with knowledge, tools and authority to resolve the problem and ensure excellent service.
7. We respect the investment membership has made in our work environment and take personal and professional responsibility for its cleanliness and upkeep.
8. We strive to ensure a positive work environment by assisting others to achieve peak performance, not only in our specific departments, but neighboring ones as well.
9. We use the 4-point greeting; answering the telephone within three rings and with a smile.
10. Everyone is responsible for upholding our mission and service standards. It reaffirms our purpose and commitment to service excellence.

#### CAT CAY YACHT CLUB BY THE NUMBERS

- \$10M gross revenue
- \$1.1M F&B revenue
- 162 members
- \$18,000 annual dues
- 65 % a la carte; 45 % banquet
- 80 employees
- 10 kitchen employees
- 3 kitchens

CAT CAY YACHT CLUB WEB SITE: [www.catcayyachtclub.com](http://www.catcayyachtclub.com)

#### FOOD & BEVERAGE OPERATIONS

Dining at Cat Cay Yacht Club is a delightful culinary experience with lots of *a la carte* options for members to choose from.

History lives on in the Nauticat restaurant and lounge (seats 72) where pieces of the original Kitten Key Bar have been re-constructed. This montage of signatures of members and famous island visitors is a special tribute to years gone by. Nauticat offers indoor and outdoor dining options and is open for lunch (12:00 – 3:00 p.m.) and dinner (6:00 – 9:00 p.m.). Open to visiting yachtsmen, the Nauticat is a perfect place to dine on Bahamian favorites overlooking the marina.

Bu's Bar (seats 48), on the marina, is a popular haunt day or night. This open-air, tiki style bar serves members, guests, and visiting yachtsmen alike, who order off the Nauticat menu.

The Cone Bar (seats 34) and the Victoria Dining Room (seats up to 250) are outlets that are exclusively for the use of members and their guests and offers diners a casually elegant evening. Dinner is served in the Victoria Dining Room from 6:00 – 9:00 p.m. during the nine holiday weekends and in the Cone Bar on any evening when reserved. The Victoria Dining Room is mostly used for special events.

The Pool Café serves lunch from 12:00 – 3:00 p.m. during the active holiday weekends.

In addition to the restaurants, carry out, delivery, and catering services are available to members' homes and yachts.

There are three kitchens at Cat Cay Yacht Club. Two newly renovated kitchens (renovated in 2018) are located at the clubhouse – the *a la carte* and banquet kitchens. There is also a smaller kitchen located at the Pool Café that serves lunch on active holiday weekends.

The heart of Cat Cay is the camaraderie shared amongst members and guests. Throughout the year, and especially on holiday weekends, Cat Cay is alive with activities for the young and young at heart. Sporting events include fishing tournaments, golf scrambles, tennis round-robins, and the much-anticipated annual Member Olympics. The Club is open year-round (365 days) and is busiest from late April to Labor Day weekend. The club is particularly active during the following holiday weekends: President's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas, and New Year's.

## **EXECUTIVE CHEF JOB DESCRIPTION**

The Executive Chef (EC) at Cat Cay Yacht Club is a hands-on chef that leads by example. He or she is responsible for all food production; developing menus, food purchase specifications and recipes and supervises all kitchen personnel. The EC develops and monitors food and labor budgets for the department and maintains the highest professional food quality and sanitation standards.

The EC is a team builder who mentors kitchen staff and develops a pipeline of talented and creative individuals. In addition to delivering quality and consistency in all culinary operations, the EC's prime directive is to develop and mentor the Chef de Cuisine to eventually become executive chef. This is a critical role for the EC.

The EC is responsible for ensuring that all food is consistently outstanding – from standard club fare to innovative offerings and special culinary events throughout all dining venues. The EC understands that quality and consistency in producing and delivering the "Captain Haigh Burger" is just as important to the member experience as producing a five-course wine dinner. Consistency is imperative at Cat Cay Yacht Club and the EC should have standards, recipes, checklists and processes in place that ensure quality and consistency in every meal that is served.

The EC treats all employees with respect and, in return, requires that of his or her team. The EC is also responsible for leading the product knowledge training for FOH personnel through daily pre-meal meetings and food knowledge training programs.

The EC creates and updates menus often, incorporating specials, and developing and documenting recipes and controls to ensure consistency. Creativity, not just variety, is essential in planning menus and events for the members of Cat Cay Yacht Club.

The EC leads the Heart-of-the-House (HOH) initiative in accident prevention, training, sanitation, and safety standards. The EC pays sharp attention to detail, enforces the highest standards of sanitation and safety. The EC ensures that all HOH staff approach the standards with the same high level of focus.

The EC has a proven track record of controlling food and labor costs. He or she is adept at creating and managing a budget, providing and checking standards of food purchase specifications, and negotiating pricing and contracts to control food quality and costs. He or she also keeps a close watch on minimizing waste.

The EC is the face of culinary operations and should be comfortable conversing and interacting in both heart- and front-of-house settings as he or she interfaces with multiple and diverse constituencies (members, staff, vendors, etc.) throughout the day. The EC is visible and responsive to club member and team member requests striving to find creative ways to accommodate requests. The attitude – *"The answer is 'yes,' what is the question?"* – is an integral part of delivering the *"Cat Cay Experience."*

The EC works as a strategic and operational partner with the managers and staff of Cat Cay Yacht Club to develop information sharing, good communication, superior internal and external customer relationships and high-performance teamwork to achieve Club objectives.

The EC is someone who always seeks opportunities for improvement, and instills this mindset into his or her team, while at the same time epitomizing the perspective of being readily open and embracing of input.

Cat Cay Yacht Club values its employees and provides healthy employee meals for up to 80-100 employees and contractors per day for lunch. Cat Cay's F&B staff and contractors residing in the contractors' quarters are also served dinner.

The EC is an energized, positive presence and displays a strong work ethic. The position requires a high-energy, committed, and dedicated professional who recognizes that during busy holiday weekends, long work days are needed to achieve a high level of member satisfaction. The Club also encourages staff to take time to re-energize and find a balance of dedication to the Club and personal time.

Consistency is imperative at Cat Cay Yacht Club and the EC should have standards and processes in place that ensure consistency in every meal that is served – in both *a la carte* and banquet operations. Processes, planning and training should also ensure that ticket times are kept to a minimum.

The EC is an experienced planner, well-organized, good with logistics and a problem-solver. Because of transportation, shipping and availability of product constraints, the EC must be flexible and resourceful while keeping a calm demeanor when problems arise.

Ultimately, the Executive Chef of Cat Cay Yacht Club is an important and positive face of culinary operations and is an integral part of the overall success of the operation. The responsibility to lead this facet of the organization from a passionate, creative, supportive, progressive and team-focused perspective is of critical importance for long-term success.

#### INITIAL PRIORITIES OF THE EXECUTIVE CHEF

- Evaluate and set appropriate and necessary standards of operation, execution, sanitation, and delivery within kitchen operations; taking ownership of the entire experience from acquisition, to production to final delivery of the end-product while working closely with the FOH team. Additionally, the EC creates standardization, processes and training to ensure quality and consistency throughout all dining venues.
- Mentor the Chef de Cuisine to prepare him to take over as executive chef. In addition, evaluate, recruit and continue to build, develop, train and mentor the kitchen team. Continue to create a culture among the staff that encourages creativity and passion for the work that they perform and respect for fellow employees.
- Learn the culture of the club and build trust with members and morale with staff. Listen to members, learn member and staff names, and learn culinary/dining requirements (allergies, etc.) and preferences.
- Evaluate menus and provide new and exciting culinary experiences for Cat Cay Yacht Club members and guests in both *a la carte* dining and member events, while balancing creative menu offerings with classic club fare. Integrate more healthy menu options into the menu.
- Provide creative plate and buffet/action station presentations.
- Analyze and evaluate ticket times and production and then identify and incorporate new processes to improve efficiencies in service.
- Plan and manage to budget goals.
- Consistently exceed member expectations for quality, taste, presentation, variety and creativity.

#### ORGANIZATIONAL STRUCTURE

The Executive Chef of Cat Cay Yacht Club reports to the Clubhouse Manager. The kitchen staff totals approximately 10 team members including a Chef de Cuisine, cooks, and dishwashers.

The EC works with the Clubhouse Manager, Dining Room Manager and Events Manager to ensure that member expectations are met and attends all food and beverage staff and management meetings. The EC conducts weekly meetings with his or her department to provide open lines of communication and share pertinent club information.

## **CANDIDATE QUALIFICATIONS**

The successful candidate:

- Is a strong and passionate leader and culinary professional with a proven track record of providing high-level services with a personality that is commensurately appropriate to Cat Cay Yacht Club. Previous private club experience is desirable.
- Has successfully led quality *a la carte* and banquet culinary operations. Candidates with excellent seafood experience and experience providing innovative, healthy and clean food will be favored.
- Is a confident, proactive team builder who has a history of attracting, developing and retaining team members.
- Has excellent communication skills and is personable and approachable in nature. Candidates must be comfortable interacting with members, guests, staff and vendors. Successful candidates also must be open to feedback and possess exceptional listening skills.
- Can consistently define, execute on and achieve goals and objectives. This includes proven and verifiable leadership qualities with the demonstrated ability to direct, coordinate and control all facets of an active culinary operation.
- Has verifiable strengths in inspirational leadership and financial performance. Successful candidates are adept at managing food and labor budgets as well as negotiating prices and contracts with vendors.
- Possesses computer skills including but not limited to Microsoft Outlook, Word, and Excel. Experience with Jonas POS software and other technologies is a plus.
- Has a strong work ethic and understands that longer hours in the high season will be offset by work/life balance in the off-season.

## **EDUCATION, CERTIFICATION AND OTHER QUALIFICATIONS**

- Candidate should possess a degree in Culinary Arts and/or Hospitality Management and ten year's food production and management experience as an executive chef in a private club and/or 4-5-Star hotel or resort.
- A Bachelor's degree in Food Service Management is preferred.
- Candidate should be a documented Hospitality Educator. Certified Executive Chef certification is a plus.
- Must be certified in food safety.
- Candidate must be able to travel, without restriction, to the United States as well as maintain a network of continuing education opportunities both domestically and abroad.
- School-aged children are not permitted to live on the island with the candidate because there are no schools located on the island.

## **SALARY & BENEFITS**

Salary plus annual and holiday bonuses are offered along with excellent benefits include lodging, utilities, DirecTV, internet access, full medical coverage, and airfare to Florida for two people once per month.

This person will be working for Cat Cay Yacht Club, LTD., and therefore will be working for a foreign company and will be eligible for the IRS Foreign Income Tax Credit. This credit allows eligible U.S. citizens to deduct up to \$92,500 from their total foreign income when they file their income taxes.

## **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 be attached when prompted for them during the online application process.

Your cover letter should clearly state why you want to be considered for this position at this stage of your career and why Cat Cay Yacht Club and living on an island in the Bahamas will likely be a fit for you if selected.

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

“Last Name, First Name Resume”

“Last Name, First Name Cover Letter”

(These documents should be in Word or PDF format)

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

For directions on how to upload your resume and cover letter [visit this page](#).

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

If you have any questions, please email Nan Fisher: [nan@kkandw.com](mailto:nan@kkandw.com)

### **LEAD SEARCH EXECUTIVE**

Lisa Carroll

Search Executive, KOPPLIN KUEBLER & WALLACE

561-596-1123

[lisa@kkandw.com](mailto:lisa@kkandw.com)