

# KOPPLIN KUEBLER & WALLACE

THE MOST TRUSTED NAME IN EXECUTIVE SEARCH AND CONSULTING

## EXECUTIVE CHEF PROFILE: CAPITAL CITY CLUB - BROOKHAVEN ATLANTA, GA

### EXECUTIVE CHEF OPPORTUNITY AT CAPITAL CITY CLUB – BROOKHAVEN

The Executive Chef role at Capital City Club - Brookhaven is an exceptional opportunity to lead the culinary program at one of Southeast's most prestigious private club communities. Known for its refined atmosphere, world-class amenities, and vibrant lifestyle, Capital City Club continues to invest in enhancing its culinary offerings and overall member experience. The incoming Executive Chef at Brookhaven will be the creative and operational leader of a talented culinary team, overseeing all aspects of the food operation across multiple dining venues. The successful candidate will thrive by being present, approachable, and responsive, engaging regularly with both members and team members to foster connection, trust, and continuous improvement. The membership is sophisticated and discerning and holds high expectations for culinary excellence. This is a career-defining opportunity for a highly accomplished and collaborative culinary leader looking to make a meaningful impact in one of the most desirable regions of the country.

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

### ABOUT CAPITAL CITY CLUB

Founded in 1883, the Capital City Club stands as one of the South's most distinguished private clubs, rooted in tradition while continually evolving to meet the lifestyle of today's members. Established to promote fellowship, culture, and community, the Club has long served as a central gathering place for Atlanta's civic, business, and social leaders.

Capital City Club offers a truly unique multi-campus experience, seamlessly blending the energy of city life with the beauty and recreation of premier country settings. The historic Downtown City Club provides an elegant urban retreat, featuring refined dining, a grand ballroom, and sophisticated meeting and event spaces.

The Brookhaven campus is the Club's country club, established in 1913, offering a classic Southern setting with championship golf and supporting amenities, racquets, swimming, and fitness amenities. Members enjoy an 18-hole championship golf course, renovated in 2008 by Mr. Bob Cupp, with comprehensive practice facilities, clay and hard tennis courts, an Olympic-sized swimming pool, and a full-service fitness center. Dining options range from fine dining to more relaxed settings, including the popular Overlook and 1883 Bar and Restaurants, all supported by exceptional service and inviting club spaces. The Brookhaven clubhouse recently underwent a \$40 million renovation that highlighted a new kitchen, banquet spaces, men's and women's locker rooms, and modern spaces throughout the clubhouse.

The Crabapple Campus in Milton expands the Club's offerings with a modern, expansive golf and recreation experience set over 600 picturesque acres. Featuring an acclaimed 18-hole championship course, which was built in 2002 by Tom Fazio and hosted the 2003 American Express Championship, won by Tiger Woods. Crabapple is currently undergoing a major renovation that Tom Fazion is overseeing, with the course to reopen in the fall of 2026.

Across all locations, Capital City Club delivers a comprehensive private club lifestyle—championship athletics, outstanding dining, elegant event venues, and a vibrant social calendar—set within some of Metro Atlanta's most desirable surroundings.

### CAPITAL CITY CLUB BY THE NUMBERS:

- Approximate Members – 2,488 (all categories)
- Average Age Membership – 59
- Total Gross Revenue – \$46.2M (all 3 campuses)

- Approximate Total Food Revenue – \$ 11.4M (Brookhaven \$9.2M)
- Approximate Total Beverage Revenue – \$3.8M (Brookhaven \$3.2M)
- POS System – Northstar
- Food Cost – 44%
- F&B 52% a la carte and 48% catering
- 3 Clubhouses
- Kitchen Staff – 42 FTE | Kitchen Leadership – (Executive Sous, Pastry, 6 -Sous Chefs)
- 6 Kitchens (4 - Brookhaven, 1 - City Club, 1 - Crabapple)
- 175,000 dining covers per year | Average 18 weddings per year
- Average Kitchen Labor Cost: \$3.1M
- 390 - 475 Total Club Employees
- Club Closure – Mondays year-round (other than for 5 golf events)

**CAPITAL CITY CLUB WEBSITE:** [www.capitalcityclub.org](http://www.capitalcityclub.org)

#### **FOOD & BEVERAGE OPERATIONS:**

**Overlook -126 ppl - breakfast, lunch, and dinner Tuesday - Sunday**, great casual feel, with beautiful views of the golf course. Expedition kitchen and bar for the energy of those membership experiences. This outlet speaks of the current vision of the club as it moves between classic history and the new horizon of culinary excellence.

**Brookhaven Grill – 165 ppl - breakfast buffet Saturday and Sunday, lunch Fri - Sun, dinner Tuesday-Sunday**, state-of-the-art built-in buffet for various meal periods as well as à la carte. High-energy space for families to feel comfortable with beautiful views of the surrounding grounds.

**Season's Fine Dining - 40 ppl - 3 times a year** – private zone place between the bar and family section with large window views of the grounds. This drop-down space is private yet seen, and perfect for “adult-only” dining for celebrations. This space is just steps away from the main kitchen, which was completely re-done in 2024.

**Men's Grill - 118 ppl- lunch and dinner Tuesday - Sunday**, classic buffet for the men's only location of the club. The traditional club inside the club with a la carte dining and buffet offered with unique traditional menus of the club's history.

**Ladies Locker Room - 28 ppl - lunch and dinner – Tuesday - Sunday**, classic, elegant female-only space, location of the club. The traditional club inside the club with a la carte dining, with classics and light fare.

**Snack Bar (Pool Grill) - 94 ppl - lunch and dinner – Tuesday - Sunday, May-September**, this summer hub of activity oversees a very busy section of the club, including the pool, tennis, and various seating spaces throughout the expansive outdoor dining areas. This is much more than a snack bar, and serves from lunch to dusk, with covers approaching 500 plus during the summer family season.

**Turret - Snack Bar – Tuesday - Sunday**, a grab-and-go traditional area, for a stop in on the move, membership needs, and wants. This walk-up counter is perfect for quick snacks and traditions, as it's been a traditional space for years, creating memories for generational members.

**Halfway House (Golf Course) – Tuesday - Sunday**, your traditional space for handheld quick-moving golfer needs and wants.

#### **Banquet/Catering Space:**

Catering and members' celebrations are a key value proposition of the club's Food and Beverage experience.

#### **EXECUTIVE CHEF – POSITION OVERVIEW**

The Executive Chef (EC) at Capital City Club - Brookhaven is responsible for all food production, including *a la carte*, banquets, and other outlets. He or she develops daily menus, food purchase specifications, and recipes; trains, mentors, and supervises production staff; monitors and manages food and labor costs for the department; and maintains the highest professional food quality and sanitation standards. The EC leads, manages, motivates, and directs kitchen staff, both line staff and leadership. The EC knows that quality and consistency are essential to successful culinary operations and understands that consistently producing the best “Club Burger” is just as important to the member experience as producing an elegant, five-course wine dinner. As the face of culinary operations, they must be comfortable communicating and interacting in both the kitchen and dining rooms.

The EC is visible and approachable, responsive to club members' and team members' requests, and thrives in a personalized atmosphere. A strategic and operational partner with the managers and staff of Capital City Club to develop information sharing, good communication, superior internal and external customer relationships, and high-performance teamwork to achieve club objectives.

### **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.
- Create a fun, collaborative work environment while being "hands-on" when necessary but understanding when to step back and lead the team.
- 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.
- Be a focused and consistent evaluator of personnel, ensuring that standards of conduct and delivery are met; this includes oversight of high standards of appearance, hospitality, service, and cleanliness of the kitchen facilities.
- 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.
- Establish and consistently enhance operating standards for personnel in areas of responsibility and consistently evaluate knowledge, understanding, and execution of these high standards.
- Work closely with the purchasing department to ensure the best product is being delivered at the best price.
- Hold daily/weekly team briefings and line-ups with direct reports to keep them informed of necessary and relevant activities and expectations at the club. Assist in planning and be responsible for ensuring special club events are well-conceived and executed.

### **Operations**

- Plan, organize, and run an active a la carte and banquet operation simultaneously with multiple events happening at the same time across multiple locations.
- Develop and maintain standard recipes and techniques for food preparation and presentation that help to ensure consistency, high-quality, and minimize food costs.
- 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.
- Maintain safety training programs. Manages OSHA-related aspects of kitchen safety and maintains MSDSs in an easily accessible location.
- Continue to maintain the positive culture of healthy employee meals and understand the importance they have for the team's morale.
- Build a unified and collaborative relationship with the Front of House team and other key department heads to drive a unified vision of service and hospitality throughout the Club.

### **Financial**

- 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.
- 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.

### **CANDIDATE QUALIFICATIONS**

- Five years' experience in a similar role with exposure to multi-outlet operations and banquet operations
- Ten years of food production and management.

- Dynamic, creative, empathetic, and caring individual who communicates well with staff and Members.
- Team player, within the kitchen, with the FOH team, and with all club and team members.
- Experienced with 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

#### **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. Eric Leland, General Manager/COO, Capital City 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 CCC and the Atlanta, GA 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 the first week of March. Candidate selections will occur mid-March, with the first Interviews expected in late March and the second interviews a short time later. The successful candidate should assume his/her role in mid-April.**

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

“Last Name, First Name - Resume” &

“Last Name, First Name - Cover Letter – Capital City”

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

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

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

#### **Lead Search Executives:**

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