



EXECUTIVE CHEF



StrategicClubSolutions.com | 262.661.2582 | @StrategicClubSolutions | 10556 N Port Washington Rd, Suite 202, Mequon, WI 53092



STRATEGIC CLUB SOLUTIONS

SUNSET HILLS COUNTRY CLUB

Sunset Hills Country Club is a family-oriented private club in Carrollton, Georgia, with a strong focus on golf, dining, tennis, and youth programming. The Club serves a close-knit membership base and operates a high-volume, activity-driven environment that includes daily a la carte dining, seasonal pool service, and a steady schedule of member events, banquets, and club traditions. Core amenities include a championship golf course, multiple dining outlets, tennis facilities, and year-round family programming, all of which contribute to consistent usage across demographics.

In recent years, the Club has made a significant commitment to reinvestment, completing approximately \$2.5 million in capital projects over the past two years with no associated debt. An additional \$6 million in improvements is planned over the next five to six years, reflecting a financially stable organization with a long-term focus on facility quality and member experience. For a culinary professional, the environment offers a well-supported operation, modernized facilities, and a leadership team committed to continued investment, operational sustainability, and team development.

www.sunsethillsc.com



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Sunset Hills Country Club



EXECUTIVE CHEF

The Executive Chef is responsible for all food production for a la carte dining, banquet functions, and other food outlets within the Club. The position reports to the Food and Beverage Director and operates within a lean club leadership structure that includes a five-member Board, allowing for clear direction and efficient decision-making. The Executive Chef works closely with F&B and banquet leadership and supports a high-volume, family-oriented club environment with significant banquet and seasonal demand. The role includes mentorship and financial development support from club leadership, with an emphasis on strengthening budgeting, inventory, and cost controls.

In the first year, the primary focus is on establishing staff development and consistent execution. The Executive Chef is expected to build a sustainable leadership model, train and develop the existing team, and maintain strong food quality while meeting financial targets. Success in this role depends on the ability to lead through others, manage costs effectively, and create systems that support both operational consistency and a reasonable work schedule for the culinary team.

Reports to: Food and Beverage Director

Supervises: Sous Chefs, Kitchen Staff



KEY OBJECTIVES:

Culinary Operations and Food Quality

- Plans and develops menus, recipes, and food purchase specifications for all outlets.
- Ensures consistent food quality, presentation, and portion control across all services.
- Supervises daily production for a la carte dining, banquets, and special events.
- Coordinates kitchen schedules to meet service demands within labor targets.
- Evaluates food products and preparation methods to maintain standards.
- Works with F&B leadership to plan menus for outlets and club events.
- Oversees food production for traditional club events and high-volume service periods.
- Maintains high sanitation, cleanliness, and safety standards throughout kitchen areas.
- Establishes clear production standards and station responsibilities to support consistent execution.

Financial Management and Cost Control

- Develops and monitors departmental food and labor budgets.
- Prepares budget projections and monitors actual financial performance.
- Establishes controls to minimize food waste, theft, and excess inventory.
- Approves requisitions and manages purchasing of food and supplies.
- Maintains accurate inventory, cost of goods, and production controls.
- Collaborates with club leadership on budgeting, purchasing, and financial reporting.
- Monitors food cost and labor cost targets and takes corrective action as needed.
- Trains sous chefs and key staff on inventory, costing, and production controls.

Team Leadership and Department Management

- Hires, trains, supervises, and evaluates kitchen management and staff.
- Builds and implements a structured training program for all kitchen positions.
- Develops sous chefs and key staff to lead stations and operate independently.
- Delegates responsibilities to create a sustainable leadership structure.
- Provides ongoing coaching, mentoring, and professional development.
- Establishes performance standards and conducts regular staff evaluations.
- Implements training in safety, sanitation, and accident prevention.
- Promotes cross-training to improve flexibility and coverage.
- Coordinates with front-of-house leadership to ensure service alignment.
- Participates in management meetings and supports overall club operations.
- Maintains appropriate presence in dining areas and club events as needed.



First-Year Priorities

To be successful in the first year, the Executive Chef should:

- Establish clear kitchen structure, station responsibilities, and daily production standards.
- Implement a formal training program for all kitchen positions.
- Develop sous chefs and key staff to lead stations independently.
- Reduce reliance on the Executive Chef for routine service execution.
- Maintain consistent food quality across a la carte and banquet operations.
- Achieve or improve performance against food cost and labor cost targets.
- Implement accurate inventory, purchasing, and production control systems.
- Review menus and specials to balance member favorites with seasonal updates.
- Support the successful execution of major club events and traditions.
- Establish a sustainable work schedule that allows for appropriate delegation and time off.

Competencies and Qualifications

The successful candidate will demonstrate:

- Experience in a private club culinary operation is required.
- Executive Chef experience preferred; Executive Sous Chef candidates ready for next step strongly considered.
- Demonstrated ability to manage P&L, food cost, labor cost, and inventory.
- Proven record of staff development, mentoring, and retention.
- Experience controlling banquet production and a la carte waste.
- Ability to build systems that support reasonable chef work hours.
- Familiarity with POS and inventory systems and basic spreadsheet (Excel) reporting.
- Ability to balance traditional club offerings with contemporary trends.
- Strong collaboration skills with F&B leadership.

Compensation and Benefits

- Salary compensation: 100–115K base salary, plus a performance bonus.
- Comprehensive benefits package, including health, dental, and vision benefits and PTO.
- Education allowance
- Assistance with moving allowance

Please do not contact the Club directly regarding this opportunity. Interested and qualified applicants should submit their resume in confidence to Joyce Halama, CCM at Strategic Club Solutions:

Joyce@strategicclubsolutions.com.



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Mequon, WI 53092 | 262.661.CLUB
Results@StrategicClubSolutions.com
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