

# KOPPLIN KUEBLER & WALLACE

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## **EXECUTIVE CHEF PROFILE: BRAE BURN COUNTRY CLUB PURCHASE, NY**

### **EXECUTIVE CHEF OPPORTUNITY AT BRAE BURN COUNTRY CLUB**

The Executive Chef opportunity at Brae Burn Country Club in Purchase, NY, offers an outstanding chance for candidates with a proven track record of leadership and culinary skills to lead the culinary team in serving members at one of the premier private clubs in the area. The club's newly renovated kitchen areas, diverse dining venues, high-end banquet spaces, and busy a la carte dining require candidates with experience in high-quality and high-touch environments frequently enjoyed by the membership.

This role best suits candidates with exceptional organizational skills, steady and thoughtful leadership, effective communication skills, and importantly, a desire and ability to build relationships with the membership through a highly visible approach to the role. The Executive Chef will work closely with the well-respected executive team within an exceptional club culture to ensure culinary offerings align with the club's standards of excellence and contribute to an exceptional dining experience for members and guests alike.

If you have a passion for culinary innovation, a commitment to delivering high-quality cuisine, and the ability to lead a dynamic culinary team within an exceptional club environment, we invite you to explore this exciting opportunity at Brae Burn Country Club.

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

### **ABOUT BRAE BURN COUNTRY CLUB**

Nestled in the beauty of Hudson Valley, Brae Burn Country Club of Purchase, New York, is a sanctuary where tradition and modern luxury harmoniously coexist. With a rich history dating back to 1964, the prestigious club offers an exceptional experience that goes beyond golf, creating lasting memories for members and their families.

At the heart of Brae Burn is the championship 18-hole golf course, masterfully designed to challenge and delight golfers of all levels. Impeccably maintained fairways and greens provide the perfect backdrop for a round of golf, while the state-of-the-art practice facilities help players sharpen their skills.

Brae Burn is more than just a golf club; it is a lifestyle. Members enjoy a wide range of amenities, including a newly renovated clubhouse featuring elegant dining spaces, a vibrant bar, and beautifully appointed event venues perfect for celebrating life's special moments. Members enjoy both casual and gourmet dining with indoor and outdoor seating featuring stunning views of our golf course. The dedicated culinary team masterfully blends traditional flavors with contemporary innovation.

Brae Burn prides itself on being a family-friendly community. With a range of activities designed for all ages, including tennis, swimming, and a youth program, there is something for everyone. The club has a vibrant social calendar filled with events that bring members together, from holiday celebrations to wine tastings, charity events, and themed parties.

### **BRAE BURN COUNTRY CLUB BY THE NUMBERS:**

- Approximate Members – 300
- Average Age Membership – 58
- F&B Minimum Charge – \$2,500 yearly
- Total F&B Volume Approximately – \$ 3.5M

- Total Food Volume Approximately – \$2.89M
- Average covers per year – 37,114
- POS System – Jonas
- Food Cost – 41% Actual 38%
- F&B revenues are 43% a la carte and 57% catering.
- Average Kitchen Labor Cost – 41% target, 40% actual
- Kitchen FTE – 15
- Total number of Club employees - 120
- Kitchen Leadership – (Sous Chefs)
- 2 Kitchens (Main Clubhouse – Snack Bar)
- Partial Main kitchen renovation in 2024
- Average 5 weddings per year
- Average 18 golf outings & 15 fundraisers & 14 mitzvahs per year
- Seasonal Employee Housing – off-property
- Club Closure – December – February
- Member-owned club

**BRAE BURN COUNTRY CLUB WEBSITE:** [www.braeburncc.org](http://www.braeburncc.org)

#### **BRAE BURN COUNTRY CLUB FOOD & BEVERAGE OPERATIONS:**

**Brae Burn Grill & Patio** – balance space between inside and outside. Casual space serving lunch and dinner for traditional and creative offerings. The patio has perfect views of the golf course and turn. This area is used for both catering and a la carte based on member demands and availability. The patio is open seasonally

**Brae Burn Bar & Patio** – classic bar, and seating areas inside the clubhouse off from the lobby. Traditional dining and pre-dinner experiences. Seasonally a beautiful patio with views of the iconic golf course, adorned with weatherized awing and sides. Perfect for the spring to fall family and event dining, opened seasonally.

**Pool - Snack Bar** – casual dining for members of all ages, featuring at the edge of a manicure pool setting. This dining space is the classic grab-and-go, with dining around the pool setting and patios, opened seasonally based on the weather (May – September)

**Grand Ballroom** – the centerpiece of the clubhouse space, this event space can accommodate up to 500 for various member events and society gala. Catering is the centerpiece of the club's Food and Beverage and balances the revenue equally. There are various personalized parlors and spaces for customers' membership catering throughout the clubhouse.

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

##### **Leadership**

- Take full ownership of the culinary team; build trust with them 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 associates 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 to these high standards.

- Work closely with the front-of-house food and beverage managers to ensure a cohesive experience that consistently exceeds the expectations of members and guests.
- Hold daily/weekly staff 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 a busy banquet operation with multiple events happening at the same time across multiple locations as well as à la carte dining.
- Develop and maintain standard recipes and techniques for food preparation and presentation that help to assure consistent, high quality and minimize food costs.
- Ensure that high sanitation standards, cleanliness, and safety are always maintained throughout all kitchen areas. 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.

### **Financial**

- Plan and assist with pricing of menus for all food 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.
- Consistently monitor payroll and labor resource allocations to ensure they are in line with financial forecasting and goals.
- Embrace 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.
- Prepare necessary data for applicable parts 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**

- Evaluate and set appropriate and necessary standards of operation, execution, and delivery within the culinary operation, taking ownership of the entire experience from production to final delivery of the product, while working closely with the FOH leadership team.
- Be visible with the membership, engaging and acting as a key face of Food & Beverage, actively building relationships with Members.
- Implement effective daily, weekly, and monthly communication across the culinary team.
- Establish a leadership and mentoring role in the kitchen, and develop young talent, while exposing the team to new ideas and techniques.
- Create an innovative, relevant, consistently interesting a la carte menu that provides Members with competitively priced and desirable options that are reflective of most Members' interests and tastes.
- Continue to raise the bar with Member events by infusing creativity and variety into club favorites.

### **CANDIDATE QUALIFICATIONS**

- Five years' experience in a similar role with exposure to multi-outlet operations and banquet operations
- Degree in culinary arts and/or other hospitality management focus.
- Has ten years of food production and management experience.
- Is a dynamic, creative, empathetic, and caring individual who communicates well with staff and Members.

- Is a team player, within the kitchen, with the FOH team, and with all club and team members.
- Is 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 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**

The salary is open and commensurate with qualifications and experience. The club offers an excellent bonus and benefits package including association membership. *Salary Range: \$195,000 - \$200,000*

#### **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. 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. Gary Merjian, CEO/GM, Brae Burn Country Club,** and clearly articulate your alignment with this role and why you want to be considered for this position at this stage of your career, and why BBCC and the Purchase, NY area will be beneficial to you, your family, your career, and the Club if selected.

You must apply for this role as soon as possible **but no later than 1st October**. Candidate selections will occur **early October** with first Interviews expected in **late October** and second interviews a short time later. The new candidate should assume his/her role in **mid-November**.

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

"Last Name, First Name - Resume" &

"Last Name, First Name - Cover Letter – Brae Burn"

(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.

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

If you have any questions, please email Bethany Taylor: [bethany@kkandw.com](mailto:bethany@kkandw.com)

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

Annette Whittley, Consultant & Search Executive

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

561-827-1945 (M)

Lawrence McFadden, CMC, Consultant & Search Executive

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

239-963-6888 (M)