



JOB LISTING BOOKLET

Accor Lounge Recruitment Drive

[9 July 2025 | 10am to 5pm]

Last registration: 4.30pm



As part of our effort to save the environment, please return this booklet at the exit after you have completed **all** interviews.



About e2i (Employment and Employability Institute)

e2i is the empowering network for workers and employers seeking employment and employability solutions. e2i serves as a bridge between workers and employers, connecting with workers to offer job security through job-matching, career guidance and skills upgrading services, and partnering employers to address their manpower needs through recruitment, training and job redesign solutions. e2i is a tripartite initiative of the National Trades Union Congress set up to support nation-wide manpower and skills upgrading initiatives. For more information, please visit www.e2i.com.sg

Only for Singaporeans & Permanent Residents

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#1 ACCOR LOUNGE

Accor is a world leader in the hotel industry, present in 110 countries, with more than 5,500 hotels and 10,000 restaurants and bars. The group deploys an integrated hotel ecosystem that is among the most diversified in the sector, notably associating luxury and high-end brands, mid-range and economic offers, exclusive lifestyle concepts, venues for shows and entertainment, clubs, restaurants and bars, private residences, shared accommodation, concierge services and co-working spaces. Accor has a portfolio of incomparable brands, led by more than 300,000 employees around the world. Recently, Accor has partnered one of the World's Leading Airline to manage the lounges in Changi Airport.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Bar Barista	<p>Key Responsibilities</p> <p>The ideal candidate will have a flair for customer service and the ability to thrive in a fast-paced environment. This role will be responsible for preparing and serving a variety of beverages, maintaining cleanliness, and ensuring a welcoming atmosphere for all guests.</p> <ul style="list-style-type: none"> • Ensure all beverages are made to Lounge standards and training standards. • Maintain cleanliness and organization of the bar and service areas. • Ensure any maintenance issues with the coffee machine or other equipment are monitored and reported. • Monitor inventory and restock supplies as needed. • Deliver orders promptly. • Demonstrate versatility in responding to guest requests and situations. • Follow health and safety regulations and hygiene standards. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum 1-year related experience preferably in Hospitality/Hotel/Lounge/F&B operations. • Knowledge of coffee brewing techniques and equipment. • Strong communication and interpersonal skills. • Ability to work in a fast-paced environment and multitask. • Flexibility to work shifts, including weekends and holidays. • Positive attitude and team-oriented mindset. • WSQ Food Hygiene certificate required for this role. 	<ul style="list-style-type: none"> • 5 day work week • 44 hours per week • Morning and afternoon shift on rotational basis • Postal code: 819643
Chef De Partie	<p>Key Responsibilities</p> <p>The Chef De Partie supports the Executive Chef and Sous Chef in managing kitchen operations, ensuring that food preparation, ordering, presentation and cooking methods are executed in line with established recipes and quality standards.</p> <ul style="list-style-type: none"> • Lead by example and support team development. • Supervise kitchen operations in the absence of senior chefs and delegate tasks to ensure smooth service. • Assist with menu preparation and ensure sufficient stock and mise en place are available. • Coordinate with restaurant staff on menu updates and availability. • Maintain high standards of food presentation, hygiene, and cost control. 	<ul style="list-style-type: none"> • 5 day work week • 44 hours per week • Morning and afternoon shift on rotational basis • Postal code: 819643

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	<ul style="list-style-type: none"> Enforce stock rotation, minimize waste, and uphold inventory procedures. Ensure cleanliness and maintenance of kitchen equipment and work areas. Help prepare staff rosters and report operational issues to senior chefs. <p>Pre-requisites</p> <ul style="list-style-type: none"> Experience in a supervisory role in the kitchen in a hotel, airline catering or lounge environment. Strong culinary skills with a understanding of different cuisines and food safety standards. Computer literate with administrative skills. Excellent leadership, communication, and team management abilities. Ability to work under pressure and manage multiple priorities. Flexibility to work shifts, weekends, and public holidays. WSQ Food Hygiene certificate required for this role. 	
Commis Chef	<p>Key Responsibilities</p> <p>This position supports the Sous Chef and Chef de Partie in the daily operations of the kitchen. As a member of the kitchen team, the role involves preparing and cooking meals, operating commercial kitchen equipment and ensuring that a clean and safe working environment is consistently maintained.</p> <ul style="list-style-type: none"> Assist in the preparation and cooking of food items under the supervision of senior chefs. Follow standard recipes and presentation guidelines to maintain consistency. Prepare ingredients and mise en place for assigned sections. Ensure cleanliness and organization of workstations and kitchen equipment. Adhere to food safety, hygiene and sanitation standards at all times. Support the kitchen team during busy service periods. Report any equipment malfunctions or food quality issues to the Chef de Partie. <p>Pre-requisites</p> <ul style="list-style-type: none"> Relevant culinary trade qualifications. Experience working in kitchen in a hotel, airline catering or lounge environment. Knowledge of food safety standards. Ability to work under pressure and manage multiple tasks efficiently. Ability to work independently and has good initiative in a dynamic environment. Excellent teamwork. Flexibility to work shifts, weekends, and public holidays. WSQ Food Hygiene certificate required for this role. 	<ul style="list-style-type: none"> 5 day work week 44 hours per week Morning and afternoon shift on rotational basis Postal code: 819643


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Duty Manager 	<p>Key Responsibilities</p> <p>The Duty Manager is responsible for overseeing the day-to-day operations of the lounge during assigned shifts. This role ensures the smooth delivery of guest services and coordinates with various department managers. The Duty Manager ensures service excellence, operational efficiency and compliance with airport and company standards.</p> <ul style="list-style-type: none"> • Supervise lounge operations during the shift, ensuring a seamless guest experience. • Act as the point of contact for guest concerns and feedback • Coordinate with various teams within the lounge to maintain service standards. • Monitor lounge occupancy, cleanliness and service flow, making real-time adjustments as needed. • Ensure compliance with airport regulations, safety protocols and hygiene standards. • Support staff performance by providing guidance, coaching and on-the-spot training. • Handle incidents, emergencies and irregular operations professionally and efficiently. • Prepare shift reports and communicate key updates to the Manager and relevant departments. • Assist with staff scheduling, inventory checks, and operational planning as required. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Experience in hospitality or airline lounge operations, preferably in a supervisory or managerial role. • Strong leadership, communication and problem-solving skills. • Excellent customer service orientation and ability to manage diverse teams. • Familiarity with airport protocols, safety standards and guest service systems. • Ability to remain calm and professional under pressure. • Flexibility to work shifts, weekends, and public holidays. • WSQ Food Hygiene certificate required for this role. 	<ul style="list-style-type: none"> • 5 day work week • 44 hours per week • Morning and afternoon shift on rotational basis • Postal code: 819643
Food & Beverage Executive	<p>Key Responsibilities</p> <p>The Food & Beverage Executive supports daily operations in the dining area. The role focuses on ensuring buffet lines are consistently replenished and tables are promptly cleared and reset, maintaining a clean and welcoming environment for all guests.</p> <ul style="list-style-type: none"> • Monitor and replenish buffet stations to ensure consistent food availability and presentation. • Clear used dishes, cutlery and glassware from tables efficiently. • Reset tables quickly and neatly for the next guests. • Maintain cleanliness and hygiene standards in the dining and buffet areas. 	<ul style="list-style-type: none"> • 5 day work week • 44 hours per week • Morning and afternoon shift on rotational basis or permanent night shift • Postal code: 819643

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	<ul style="list-style-type: none"> Assist guests with basic inquiries and provide excellent customer service. Report any maintenance or safety issues to the supervisor promptly. Assist in stock control and proper storage of food and beverage supplies. Comply with food hygiene, safety, and handling regulations. Assist with setup and closing duties for buffet service. <p>Pre-requisites</p> <ul style="list-style-type: none"> Previous experience in a restaurant, hotel, or lounge setting preferred. Strong attention to detail. Ability to work efficiently in a fast-paced environment. Basic communication skills and teamwork. Willingness to work flexible hours, including weekends and holidays. Physically fit to stand for long periods and carry trays or dishes. WSQ Food Hygiene certificate required for this role. 	
Food & Beverage Supervisor	<p>Key Responsibilities</p> <p>The Food & Beverage Supervisor oversees daily food and beverage operations within the lounge, providing leadership and support to the service team, ensuring smooth and efficient guest service and maintaining high standards of quality and safety.</p> <ul style="list-style-type: none"> Supervise and support Food and Beverage Executives and staff during shifts. Ensure buffet and service areas are maintained according to brand and hygiene standards. Monitor guest satisfaction and respond to requests or complaints professionally and promptly. Facilitate communication between kitchen, service team, and management for operational efficiency. Assist in staff training and development to meet service standards. Organize shift schedules and delegate tasks to ensure coverage and service quality. Support inventory control and report on supplies and operational needs. Assist with administrative tasks such as logging incidents and preparing reports. <p>Pre-requisites</p> <ul style="list-style-type: none"> Minimum 2 years' experience in food and beverage operations at a supervisory experience. Strong leadership and interpersonal skills. Effective communicator and problem solver. Ability to motivate and coach service team members. Skilled in multitasking and working under pressure. Ability to work under pressure in a fast-paced environment. Flexibility to work shifts, weekends, and public holidays. 	<ul style="list-style-type: none"> 5 day work week 44 hours per week Morning and afternoon shift on rotational basis or permanent night shift Postal code: 819643

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	<ul style="list-style-type: none"> Knowledge of food safety and hygiene standards. WSQ Food Hygiene certificate required for this role. 	
Housekeeping Attendant	<p>Key Responsibilities</p> <p>The Housekeeping Attendant maintains cleanliness and hygiene of the lounge toilets and shower rooms. This role will also be responsible for operating shower suite allocations and making up beds in sleeping areas to ensure an exceptional lounge experience.</p> <ul style="list-style-type: none"> Welcome guests in a courteous and professional manner when operating shower suite allocations. Manage shower suite bookings and ensure smooth guest flow Clean and sanitize shower suites to the highest hygiene and cleanliness standards. Change linens and make up beds in the sleeping areas. Respond promptly to guest requests related to cleanliness or comfort in allocated areas. Maintain inventory and restock shower amenities (towels, toiletries, refreshments). Ensure safe use and storage of cleaning chemicals and equipment. Report maintenance or safety issues promptly to supervisors. Follow all health, safety, and hygiene regulations diligently. <p>Pre-requisites</p> <ul style="list-style-type: none"> Basic communication skills. Good physical stamina and ability to perform repetitive tasks. Attention to detail and commitment to cleanliness. Ability to work independently and as part of a team. Flexibility to work shifts, including weekends and public holidays. 	<ul style="list-style-type: none"> 5 day work week 44 hours per week Morning and afternoon shift on rotational basis or permanent night shift Postal code: 819643
Kitchen Steward	<p>Key Responsibilities</p> <p>The Kitchen Steward will be reliable and provide support to the culinary team in maintaining cleanliness, hygiene and organization in the kitchen and food preparation areas of the lounge. This role is essential in ensuring a safe and efficient kitchen environment that meets hospitality and health standards.</p> <ul style="list-style-type: none"> Clean and sanitize all kitchen equipment, utensils and work areas according to hygiene standards. Wash dishes, pots, pans, and other kitchen tools using manual and machine methods. Ensure proper waste disposal and recycling procedures are followed. Assist with receiving and storing kitchen supplies and ingredients. Maintain cleanliness of floors, walls, and storage areas in the kitchen and back-of-house. Follow all safety and sanitation policies. 	<ul style="list-style-type: none"> 5 day work week 44 hours per week Morning and afternoon shift on rotational basis Postal code: 819643

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	<ul style="list-style-type: none"> Report any maintenance or safety issues to the supervisor promptly. <p>Pre-requisites</p> <ul style="list-style-type: none"> Previous experience in a stewarding or kitchen support role is preferred. Basic understanding of hygiene and food safety practices. Physically fit and able to lift, carry and stand for extended periods. Ability to work in a fast-paced, team-oriented environment. Flexibility to work shifts, weekends and public holidays. 	
Porter	<p>Key Responsibilities</p> <p>The Porter is a key role in delivering a seamless and welcoming experience for passengers in the airport. This position is responsible for assisting with luggage handling, supporting lounge operations and providing courteous assistance to passengers as needed.</p> <ul style="list-style-type: none"> Provide porter services and assistance to passengers at the Terminal 2 & Terminal 3 Departure Halls of Changi Airport daily. Provide baggage assistance to passenger alighting at the kerbside of Changi Airport. Transport baggage and escort passengers to check-in lounge or other areas within the airport for example, GST Refund Counter or Excess Baggage Counter. Load checked-in baggage onto the conveyor belt in the check-in lounge. Converse and be able to engage in conversations comfortably with passengers. <p>Pre-requisites</p> <ul style="list-style-type: none"> Prior experience in a customer service role, preferably in hospitality. Ability to lift and carry heavy luggage. Excellent verbal communication and interpersonal skills. Friendly and professional demeanor. Ability to work varying shifts, including night shifts, weekends and holidays. 	<ul style="list-style-type: none"> 5 day work week 44 hours per week Morning and afternoon shift on rotational basis or permanent night shift Postal code: 819643
Sous Chef	<p>Key Responsibilities</p> <p>The Sous Chef plays a key role in supporting the Executive Chef in managing the daily operations of the kitchen. This includes ensuring that food preparation, ordering, presentation and cooking techniques are consistently executed in accordance with established recipes and quality standards. The role also involves supervising kitchen staff, maintaining hygiene and safety protocols.</p> <ul style="list-style-type: none"> Assist the Executive Chef in overseeing kitchen operations and ensuring smooth service delivery. Supervise and coordinate the activities of kitchen staff. 	<ul style="list-style-type: none"> 5 day work week 44 hours per week Rotational shift for AM and PM Postal code: 819643

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	<ul style="list-style-type: none"> Ensure food quality, consistency and presentation meet established standards. Monitor portion control, food production, and waste management to maintain cost efficiency. Oversee inventory levels, assist with ordering and ensure proper stock rotation and storage. Maintain a clean, safe, and organized kitchen environment in compliance with food safety regulations. Train and mentor junior kitchen staff, fostering a positive and productive team culture. Lead the kitchen team in the absence of the Executive Chef. <p>Pre-requisites</p> <ul style="list-style-type: none"> Relevant culinary trade qualifications. Experience in a supervisory role in the kitchen in a hotel, airline catering or lounge environment. Strong culinary skills with a understanding of different cuisines and food safety standards. Computer literate with administrative skills. Excellent leadership, communication, and team management abilities. Ability to work under pressure and manage multiple priorities. Flexibility to work shifts, weekends, and public holidays. WSQ Food Hygiene certificate required for this role. 	
Store Officer	<p>Key Responsibilities</p> <p>The Store Officer supports the store operations/inventory of an airport lounge. This role is responsible for assisting in the receipt, storage, issuance and tracking of lounge supplies, ensuring accurate stock levels and smooth day-to-day operations. The Store Officer will work closely with the Store Manager and lounge teams to maintain high service standards.</p> <ul style="list-style-type: none"> Assist in receiving, inspecting, and storing incoming supplies including food, beverages, amenities, and cleaning materials. Issue stock to various lounge departments based on approved requisitions. Maintain accurate inventory records and update stock levels in the inventory system. Conduct regular stock counts and report discrepancies to the Store Manager. Ensure proper labeling, organization and cleanliness of storage areas. Support in preparing reports and documentation. Follow all airport security, health, and safety regulations in handling and storing goods. Coordinate with suppliers and delivery personnel under the supervision of the Inventory Manager. <p>Pre-requisites</p> <ul style="list-style-type: none"> Experience in inventory, warehousing, or storekeeping, preferably in hospitality or airport operations. 	<ul style="list-style-type: none"> 5 day work week 44 hours per week Rotational shift for AM and PM Postal code: 819643

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	<ul style="list-style-type: none"> • Basic knowledge of inventory management systems and Microsoft Excel. • Good organizational and time management skills. • Ability to lift and move stock items safely. • Attention to detail and accuracy in record-keeping. • Flexibility to work weekends and public holidays. 	
Store Manager 	<p>Key Responsibilities</p> <p>The Store Manager oversees inventory control and stock management for the lounge. This role is critical in ensuring the seamless availability of food, beverages, amenities and supplies that supports premium guest experience.</p> <ul style="list-style-type: none"> • Manage and monitor inventory levels of all lounge supplies including F&B items, guest amenities, cleaning materials etc. • Coordinate with managers to ensure timely replenishment of stock. • Maintain accurate inventory records using inventory management systems. • Conduct regular stock audits and reconcile discrepancies. • Ensure proper storage, labeling, and rotation of perishable and non-perishable items. • Collaborate with lounge operations and kitchen teams to align stock availability with service needs. • Ensure compliance with airport security, health, and safety regulations in all storage areas. • Prepare inventory reports and assist in budgeting and cost control. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Proven experience in inventory or store management, preferably in hospitality, airline catering, or airport lounge operations. • Strong knowledge of inventory control systems and procedures. • Excellent organizational and analytical skills. • Familiarity with food safety and hygiene standards. • Proficiency in inventory software and Microsoft Excel. • Ability to work in a high-security, fast-paced environment. 	<ul style="list-style-type: none"> • 5 day work week • 44 hours per week • Postal code: 819643

#2 e2i SERVICES

Meet an e2i Career Coach

For jobseekers who need to speak to a career coach for career advisory and support, they can make an appointment online to meet up with an e2i coach for one-to-one coaching.



<https://e2i.com.sg/app>

You can also reach them at the following centres (By appointment only):

<p>📍 e2i Career Centre (DNI) Devan Nair Institute for Employment and Employability 80 Jurong East St 21 Level 2 Singapore 609607</p>	<p>Operating Hours Mondays: 2:30pm to 5pm Tuesdays to Fridays: 9am to 5pm Saturdays: 9am to 1pm Sundays & Public Holidays: Closed</p>	<p>Nearest MRT East-West Line (Green Line) North-South Line (Red Line) Station Name: Jurong East</p>
<p>📍 e2i Career Centre (OMB) One Marina Boulevard 1 Marina Boulevard #B1-03 Singapore 018989</p>	<p>Operating Hours Mondays: 2:30pm to 5pm Tuesdays to Fridays: 9am to 5pm Saturdays: 9am to 1pm Sundays & Public Holidays: Closed</p>	<p>Nearest MRT East-West Line (Green Line) North-South Line (Red Line) Station Name: Raffles Place Downtown Line (Blue Line) Station Name: Downtown</p>
<p>📍 e2i Career Centre (OTH) ServiceSG Centre Our Tampines Hub 1 Tampines Walk #01-21 Singapore 528523</p>	<p>Operating Hours Mondays: 2:30pm to 5pm Tuesdays to Fridays: 9am to 5pm Saturdays: 9am to 1pm Sundays & Public Holidays: Closed</p>	<p>Nearest MRT East-West Line (Green Line) Downtown Line (Blue Line) Station Name: Tampines</p>
<p>📍 e2i Career Centre (WCC) ServiceSG Centre Woodlands, 900 South Woodlands Drive, #03-01A Woodlands Civic Centre, Singapore 730900</p>	<p>Operating Hours (Face-to-face/virtual coaching) Mondays to Fridays: 9am to 5pm Saturdays: 9am to 1pm Sundays & Public Holidays: Closed</p>	<p>Nearest MRT North-South Line (Red Line) Thomson-East Coast Line (Brown Line) Station Name: Woodlands</p>

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(e.g. Analyst, Engineers, Executives, Technicians, etc.)
<https://bit.ly/jsc-ja-pmet>



- Subscribe to **Non-PMET Jobs-Alert**
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