Employment and Employability Institute

JOB LISTING BOOKLET

Sunset Hospitality Group
Recruitment Fair 2026
on
5, 11, 23 and 24 November



As part of our effort to save the environment, please return this booklet at the exit after you have

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

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#1 SUNSET HOSPITALITY GROUP

Sunset Hospitality Group is a leading multinational lifestyle hospitality group, with a wide portfolio encompassing Hotels & Resorts, Restaurants, Beach Clubs, Nightclubs, Fitness Centers, and more. SHG operates over 81 venues and with presence in 22 countries with a commitment to deliver authentic & diverse hospitality experiences that bring people together, all around the world. METT Singapore, a Heritage Icon in the heart of Fort Canning Park. The hotel blends colonial charm with contemporary soul. Just minutes from Orchard Road, this lifestyle hotel features 84 rooms and suites, 2 pools, and exclusive venues for dining, wellness, and social connection. With every detail designed to inspire meaningful moments, METT Singapore is a destination where simplicity meets refined living.

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Assistant Chief Engineer	**Job Responsibilities** The Assistant Chief Engineer supports the Chief Engineer in ensuring seamless daily maintenance operations, implementing preventive maintenance strategies, and upholding high technical standards across the hotel Day-to-Day Responsibilities: • Conduct regular inspections and audits of building condition, equipment; identify maintenance needs and implement actions to ensure safe, efficient, and optimal operations • Oversee and coordinate all engineering-related requests as well as the hotel's maintenance planning and defect rectification, ensure timely completion of works with minimal disruption to hotel operations • Lead risk assessment for the Engineering team and ensure full compliance at all times • Manage departmental budgets, capex, and equipment purchases, and ensure timely renewal of service agreements, certifications, and permits • Proactively identify, address, and escalate technical or operational issues • Conduct regular training and development sessions to enhance team capabilities and performance • Prepare and plan duty rosters and ensure adequate coverage across shifts, public holidays and emergencies • Identify training needs, conduct on-the-job training and support performance appraisals and career development • Supervise third-party contractors and service providers, and ensure work is carried out safely and to specification **Pre-requisites** Knowledge, skills and qualifications: • Diploma or Degree in an Engineering-related field • At least 4 years of experience in a similar capacity within the hospitality / facilities management sector	• 5-Day work week • 44 hours per week • Postal Code: 178881

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Strong technical knowledge of MEP systems, air-conditioning and chiller plant systems • Proven experience in managing building facilities, preferably within hotel • Ability to lead, mentor, and develop a technical team	
Assistant Marketing Manager	**Job Responsibilities** This Assistant Marketing Manager role is critical in the successful pre-launch, opening and growth phases, developing and executing high-impact campaigns to drive brand awareness, member acquisition, member engagement and retention. The ideal candidate will have a strong background in luxury lifestyle, hospitality, or members club marketing, with a deep understanding of digital ecosystems, community engagement, content strategy, and partnerships - all within a fast-paced entrepreneurial environment. While PR agency support will be in place for the initial months, the role requires close collaboration with them and strong internal ownership of all brand communications Marketing Strategy & Execution: • Develop and execute the full marketing strategy for the pre-opening, launch, and growth of Madison House Singapore • Drive brand positioning, tone of voice, and messaging across all channels - digital, print, in-club and experiential • Lead integrated marketing campaigns across social media, email, website, and paid media to build brand visibility, acquire members, and support engagement • Ensure brand consistency across all touchpoints, including eDMs, digital assets, press materials, and printed collateral • Localise global brand messaging and creative strategy for the Singapore market in collaboration with HQ teams • Manage campaign timelines, go-to-market strategy, and content calendars across key phases • Oversee production of promotional materials, including photoshoots, video content, and media kits; maintain a well-organised asset library • Monitor market trends, competitor activity, and member insights to inform strategy and maintain a competitive edge • Manage and optimize marketing budgets, ensuring strong ROI across campaigns and initiatives Member Communications & Engagement: • Own the member communications journey - from onboarding emails to monthly newsletters and in-app content	• 5-Day work week • 44 hours per week • Postal Code: 178881

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Collaborate with operations and events teams to promote club programming and ensure member-facing content is timely, engaging, and on-brand. • Ensure all communications reflect the elevated, intentional lifestyle ethos of Madison House Digital Marketing & Social Media: • Oversee digital campaigns across social media, email marketing, content creation, and paid performance to drive awareness, engagement, and leads • Create and manage the content calendar in alignment with club programming, brand campaigns, and partnerships • Use insights and data analytics to measure digital performance, refine strategy, and grow online presence Public Relations & Third-Party Management: • Act as the internal point of contact for third-party PR agency, providing briefs, reviewing outputs, and coordinating media requests • Collaborate on press releases, media kits, and storytelling moments in support of strategic initiatives • Track PR deliverables, press coverage, and ensure strong brand sentiment in the local and regional market Creative Production & Asset Management: • Oversee production of branded assets, including digital toolkits, club collateral, in-house visuals, and photography • Manage creative workflows, working with freelance designers, photographers, or agency partners as needed • Maintain an organised library of assets and content for internal and external use Administrative & Reporting: • Work closely with culinary and creative teams to format, proof, and finalise menus for corporate approval • Maintain marketing budgets and track spend across campaigns • Deliver regular reporting on marketing KPIs, membership data etc. • Maintain and update website content Events & Partnerships: • Collaborate with the Head of Events to support signature club programming • Lead marketing support for press events, influencer activations, and VIP experiences • Identify and manage strategic brand partnerships and community collaborations that align with Madison House's values	

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Support influencer and VIP engagement in partnership with membership and events teams to drive awareness and brand affinity **Pre-requisites** Knowledge, Skills, and Experience: • Bachelor's degree in Marketing, Communications, Branding, or a related field • 5+ years of experience in marketing within hospitality (members clubs is a plus), luxury lifestyle, F&B and lifestyle brands • Proven track record of launching new venues, communities, or membership offerings • Excellent written and verbal communication skills with a refined aesthetic sense • Confident managing agencies, freelancers, and cross-functional teams • Strong understanding of content strategy, paid media, digital marketing tools, and social platforms • Knowledge, Skills and Qualifications: Passion for hospitality, culture, wellness, and creating community through experience	
Assistant/ Restaurant Manager	**Job Responsibilities** The Assistant/Restaurant Manager give support for leading and managing the service operations teams in all aspects and ensure service standards are followed and ensure the delivery of the brand experience to guests. Manage and oversee the service staff and provide training. Manage to ensure that restaurant set up at the corrective time before each service. Manage to ensure the restaurant areas are clean and well maintained at all times. Set, monitor and maintain standards of the brand ensuring correct procedures and systems are followed by everybody at all times. Provide a courteous, professional, efficient and flexible service at all times. Monitor, coach and assign tasks to staff and offer support as required. Keep daily inventory and manage stock levels, ordering as required to ensure guest needs are met. Create and maintain a team which is highly adaptive and versatile **Pre-requisites** Knowledge, Skills, and Experience: • BA degree in Hospitality from a reputable university • Minimum 3-4 years of experience in a similar position in the field of hospitality • Excellent communication skills • Good interpersonal skills • Fluent in English • Good computer skills • Excellent management skills	• 5-Day work week • 44 hours per week • Postal Code: 178881

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• With sense of urgency and discipline • Highly cooperative team spirit • Problem-solving skills • Very good market knowledge • Professionalism • Detail oriented	
Assistant/Bar Manager	**Job Responsibilities** The Assistant/Bar Manager is responsible for supporting the smooth and efficient day-to-day operation of the beverage services The role assists in planning and organizing beverage operations, supervising and guiding the bar team, maintaining service and product standards, and ensuring an engaging and consistent guest experience. The Assistant/Bar Manager also takes a hands-on leadership role in overseeing the bar operation, ensuring operational continuity, team performance and service excellence at all times Day-to-Day Responsibilities: • Develop and contribute to the creation of beverage menus in line with the overall brand direction, ensuring menus are current, relevant and appealing to guests • Oversee and manage the day-to-day beverage operations, ensuring smooth workflow, consistent service quality and compliance with established operational standards • Monitor inventory levels and beverage supplies, conduct regular stock checks and assist in maintaining accurate inventory and cost records • Maintain accurate records of bar glassware, equipment and operating supplies, ensuring proper control, usage and replacement when required • Monitor beverage sales trends and guest preferences, identify popular products, and introduce initiatives to drive beverage sales and revenue • Maintain high standards of guest service by responding promptly and professionally to guest feedback, enquiries and concerns • Lead and motivate the bar team to deliver consistent, attentive and personalized service while fostering a positive and collaborative working environment • Ensure all beverage products are prepared and served according to established recipes, specifications, presentation and quality standards • Monitor beverage costs and pricing, review cost and liaise with suppliers where required to identify opportunities for cost optimization and operational efficiency	• 5-Day work week • 44 hours per week • Postal Code: 178881

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Coach, train and develop bar team members to enhance their product knowledge, service skills and overall performance • Ensure that all bar areas comply with hygiene, cleanliness and sanitation standards at all times • Ensure all beverage equipment and facilities are operated safely and properly maintained, reporting any defects or mechanical issues promptly for repair or replacement • Take charge of the bar operation and provide operational leadership when required, ensuring continuity of service, effective team deployment and adherence to established standards • Perform any other duties and responsibilities relevant to the role as assigned **Pre-requisites** Knowledge, skills and qualifications: • Diploma or Bachelor's Degree in Hospitality Management, Food & Beverage Management, or a related field • Minimum 3–5 years of relevant experience in a bar or luxury hospitality environment • Strong working knowledge of beverage operations, including beverage preparation, service standards, inventory management and cost control • Proven ability to oversee beverage operations while maintaining high standards of service quality and guest experience. Strong computer literacy, with proficiency in Microsoft Office and Windows applications • Experience with POS systems and reservation management systems • Strong communication and interpersonal skills, with the ability to coordinate effectively with different departments to ensure smooth operations • Strong leadership and team management skills, with the ability to motivate, train and develop team members • Well-organized, proactive and detail-oriented, with the ability to work effectively in a fast-paced hospitality environment	
Banquet Operations Executive	**Job Responsibilities** The Banquet Operations Executive will support the Assistant Director of Banquet Operations in maximising profitability while delivering outstanding guest satisfaction. You will make sure casual labour and servers stay focused on providing excellent service to customers, and that they are effectively supervised throughout each event	• 5-Day work week • 44 hours per week • Postal Code: 178881

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Day-to-Day Responsibilities: • Manage all assigned events from start to finish, ensuring event order details are delivered to a high standard and guests are satisfied • Coordinate day-to-day banquet operations to maximise profit and guest satisfaction • Supervise functions, service, equipment maintenance and a team of banquet staff throughout each event • Meet and Greet event organisers on arrival and make sure their requests are promptly attended to • Conduct pre-event briefings and communicate event requirements, service standards and operational instructions to the team • Resolve complaints during shift where possible, and ensure all complaints are followed-up and resolved promptly • Monitor the standard of guest facilities and work with Engineering when repairs are needed or upkeeping of the guest washrooms with housekeeping • Communicate regularly with team members and build good working relationships • Prepare and print signage and food tags for each function • Coordinate closely with the culinary team to ensure proper food timing, service flow and presentation • Support event preparations, including table setup and pre-event arrangements • Ensure all procedures follow the hotel's policies, procedures and guidelines • Uphold duty of care and comply with company's policies and procedures **Pre-requisites** Knowledge, Skills, and Experience: • Diploma in Events, Hospitality, Hotel Management, or a related field is preferred • At least 2–3 years of relevant experience in a similar role • Hands-on, proactive and service-oriented • Well-organised, detail-oriented, and able to manage multiple priorities in a dynamic work environment • Proficient in Microsoft Office • Good organisational skills with strong attention to detail • Willingness to work evenings, weekends, and public holidays in accordance with event requirements	
Barista	**Job Responsibilities** The Barista is responsible for the preparation with friendly, individualized attention towards each customer	• 5-Day work week • 44 hours per week

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Principal Accountabilities: • Prepare or serve hot or cold coffee beverages and efficiently, meeting our standards • Deliver excellent customer service, at all times • Have a complete and thorough knowledge of all coffee items in order to be able to describe and make suggestive selling to customers • Maintains the highest quality, consistent coffee items' standards • Follows as the restaurant's beverages recipes and procedures • Ensures that beverages/foods are presented in a manner to generate the utmost eye appeal • Order, receive, or stock supplies or retail products. • Set up or restock product displays • Follows standards for merchandising, stock rotation and sorting of all products, maintaining professional presentation at all times • Follows health, safety, and sanitation guidelines for all products • Handles all working material and equipment correctly and keeps it well cleaned • Handles guest problems and complaints • Attend all regular departmental briefings and contribute to an open communication within the assigned team • Performs other duties pertinent to this job as assigned Communication & Working Relationships: • Interacts with customers to follow-up on their satisfaction, requests, and complaints • Interacts closely with customers and promotes an image of professionalism **Pre-requisites** Knowledge, Skills, and Experience: • At least high school diploma • Minimum 1-2 years of experience in similar position in fine dining concept • Good in English • Good knowledge on coffee and regions of the different types • Excellent communications skills • Outstanding customer service skills • Positive and high energy level • Highly cooperative team spirit • Ability to work in a high stress, faced-paced environment Physical Requirements of the job: The job of Barista may require: • Long working hours and sometimes work during holidays	• Postal Code: 178881

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Walk and stand for entire shift	
Bartender	**Job Responsibilities** The Bartender is responsible for serving all beverages with friendly, individualized attention towards each Principal Accountabilities: • Prepare or serve hot or cold beverages quickly and efficiently, meeting our standards • Deliver excellent customer service, at all times • Have a complete and thorough knowledge of all menu items in order to be able to describe and make suggestive selling to customers • Maintains the highest quality, consistent beverage standards • Follows as the restaurant's beverages recipes and procedures • Ensures that beverages/foods are presented in a manner to generate the utmost eye appeal • Order, receive, or stock supplies or retail products. • Set up or restock product displays • Follows standards for merchandising, stock rotation and sorting of all products, maintaining professional presentation at all times • Follows health, safety, and sanitation guidelines for all products • Handles all working material and equipment correctly and keeps it well cleaned • Handles guest problems and complaints • Attend all regular departmental briefings and contribute to an open communication within the assigned team • Performs other duties pertinent to this job as assigned Communication & Working Relationships: • Interacts closely with customers and promotes an image of professionalism and gallantry at all time **Pre-requisites** Knowledge, Skills, and Experience: • At least high school diploma • Minimum 1-2 years of experience in similar position in a high-volume, fine dining concept • Fluent in English • Excellent communications skills • Outstanding customer service skills • Positive and high energy level • Highly cooperative team spirit • Ability to work in a high stress, faced-paced environment Physical Requirements of the job: The Job of the Bartender may require:	• 5-Day work week • 44 hours per week • Postal Code: 178881

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Long hours, covering different shifts and working during public holidays • Walk and stand for entire shift	
Chef de Partie	**Job Responsibilities** The Chef de Partie is responsible for preparing all food products in all kitchen sections and making them ready for in-house service or dispatching to delivery Your Day-to-Day Responsibilities: • Prepares and ensures outstanding food quality, appearance, and consistency that adhere to restaurant's recipes and standards • Completes assigned prep work duties in an efficient time frame • Support the Sous Chef in the daily operation and work • Moves prepared food out of the prep area continuously • Works together in a team-oriented environment to produce foods in a timely and orderly manner • Assists in ensuring the accuracy and quality of received food products and other supplies as required for daily operations • Keeps all workstations and equipment as clean as possible at all times. Follows a cleaning schedule for designated equipment and storage areas • Keeps sanitation solutions up to Company codes at all times and ensures that all utensils, plate ware, glassware, storage containers, serving dishes, and equipment are always clean and sanitized • Observes compliance with the company's policies and procedures, as well as governmental laws and regulations • Collaborates to create new ideas for their sections • Constantly develop skills and knowledge • Performs other duties pertinent to this job as assigned **Pre-requisites** Knowledge, Skills, and Experience: • Minimum 4 years of kitchen experience, at least 1 year as Demi Chef De Partie • Understands oral and written instructions in English • Handles multiple priorities and works under stress • Maintains all international standards of health guidelines for food preparation and safety • Passes all required job-related tests • Ability to perform manual labor Physical Requirements of the job: • Work involves moderate exposure to high temperatures, dust, fumes, smoke, and/or loud noises	• 5-Day work week • 44 hours per week • Postal Code: 178881

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Moderate physical activity, such as handling objects up to 25 kilograms and standing or walking for more than 6 hours per day • Work environment involves potential exposure to hazards or physical risks, which requires following basic safety precautions	
Cluster Cost Controller	**Job Responsibilities** The Cost Controller is a cluster role for both METT Singapore and SUSHISAMBA. The role is responsible for reviewing the daily receipt of goods and other inventory items, monitoring inventory movements, and ensuring the accuracy of stock records. The role oversees the quality and quantity of purchases and orders, implements effective cost control measures, and supports inventory management to maximize the hotel's profitability while maintaining operational standards Day-to-Day Responsibilities: • Monitor and control food and beverage costs by identifying and minimizing wastage, pilferage, and operational inefficiencies • Prepare food and beverage cost variance analyses and communicate findings, trends, and recommendations to relevant stakeholders • Maintain accurate and up-to-date records of all receiving transactions and inventory movements within the relevant systems • Review existing food and beverage control procedures, identify process gaps, and recommend improvements to strengthen internal controls • Prepare and distribute daily food and beverage cost reports, as well as monthly management reports, to support operational and financial decision-making • Coordinate and participate in scheduled and ad hoc inventory stock takes to ensure inventory accuracy and accountability • Verify that all materials issued from the store are properly authorized and supported by the relevant departmental approvals • Liaise with restaurant operations, purchasing, receiving, stores, and the Finance department to resolve food and beverage cost control and inventory-related matters • Verify incoming deliveries against purchase orders and delivery documentation, record shortages or discrepancies, reject damaged or non-conforming goods, and ensure timely distribution to the respective departments • Conduct regular storeroom inspections to ensure inventory is stored appropriately, maintained in good condition, and safeguarded against loss or damage	• 5-Day work week • 44 hours per week • Postal Code: 178881

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Monitor cycle count results, investigate inventory discrepancies, and promptly escalate significant issues to management with appropriate recommendations • Ensure all receiving documents, inventory records, and supporting documentation are complete, accurate, and comply with the Company's internal control procedures • Perform any other duties or responsibilities as assigned by Management, in line with the scope and objectives of the role **Pre-requisites** Knowledge, skills and qualifications: • Diploma or Bachelor's Degree in Accounting, Finance, Hospitality Management, Business Administration, or a related discipline • Minimum 2–3 years of experience in a Cost Controller, Cost Analyst, Income Auditor, or similar finance role within the hospitality or hotel industry • Experience in food and beverage cost control, inventory management, stocktaking, and purchasing processes in a high-volume hotel or restaurant operation • Proficient in Microsoft Office applications, particularly Dynamics 365, Microsoft Excel (PivotTables, VLOOKUP/XLOOKUP, formulas, data analysis) • Strong analytical and numerical skills with the ability to interpret financial data and identify cost-saving opportunities • Excellent organizational and time management skills with the ability to meet reporting deadlines • Meticulous with a high level of accuracy and attention to detail • Good interpersonal and communication skills, with the ability to collaborate effectively across departments	
Commis Cook	**Job Responsibilities** The Commis Cook is responsible for assisting the culinary team in the preparation of food and ensuring that all kitchen sections are properly prepared and ready for daily operations. The Commis Cook supports the Head Chef in maintaining high standards of food quality, hygiene, cleanliness, and food safety in accordance with the restaurant's standards and procedures Your Day-to-Day Responsibilities: • Assist the Head Chef in preparing ingredients and mise en place for daily operations, ensuring that all	• 5-Day work week • 44 hours per week • Postal Code: 178881

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	required items are prepared according to the expected quantities • Coordinate with the Head Chef to ensure the correct quantities of ingredients are prepared for daily service and bulk food preparation • Clean, peel, cut, portion, and prepare food items according to recipes, preparation methods, and restaurant standards • Follow recipes, cooking methods, portion sizes, and presentation standards accurately to ensure consistency in food quality • Check the quality, freshness, and condition of food ingredients before use and report any concerns to the Head Chef • Ensure all prepared and stored food items are properly labelled in accordance with the restaurant's food storage and food safety procedures • Maintain cleanliness and proper sanitation of the assigned work area, kitchen equipment, utensils, and storage areas throughout the shift • Handle all kitchen equipment, tools, and working materials safely and correctly, and ensure they are properly cleaned and stored after use • Comply with all restaurant policies and food hygiene and safety standards, including proper food handling, storage, and personal hygiene practices • Assist the culinary team during meal periods and service operations to ensure smooth and efficient kitchen operations • Support proper stock rotation and minimize food wastage by appropriate portion control • Maintain a professional, cooperative, and team-oriented approach when working with Chefs and other kitchen team members • Perform any other duties and responsibilities as assigned by the Head Chef **Pre-requisites** Knowledge, Skills, and Experience: • Minimum 2-3 years of kitchen experience • Understands oral and written instructions in English • Handles multiple priorities and works under stress • Maintains all international standards of health guidelines for food preparation and safety • Passes all required job-related tests • Ability to perform manual labor Physical Requirements of the job: • Work involves moderate exposure to high temperatures, dust, fumes, smoke, and/or loud noises	

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	• Moderate physical activity, such as handling objects up to 25 kilograms and standing or walking for more than 6 hours per day • Work environment involves potential exposure to hazards or physical risks, which requires following basic safety precautions	
Demi Chef de Partie	**Job Responsibilities** The Demi Chef de Partie is responsible for preparing all food products in all kitchen sections and making them ready for in-house service or dispatching to delivery Your Day-to-Day Responsibilities: • Prepares and ensures outstanding food quality, appearance, and consistency that adhere to restaurant's recipes and standards • Completes assigned prep work duties in an efficient time frame • Support the Chef de Partie or Sous Chef in the daily operation and work • Moves prepared food out of the prep area continuously • Works together in a team-oriented environment to produce foods in a timely and orderly manner • Assists in ensuring the accuracy and quality of received food products and other supplies as required for daily operations • Keeps all workstations and equipment as clean as possible at all times. Follows a cleaning schedule for designated equipment and storage areas • Keeps sanitation solutions up to Company codes at all times and ensures that all utensils, plate ware, glassware, storage containers, serving dishes, and equipment are always clean and sanitized • Observes compliance with the company's policies and procedures, as well as governmental laws and regulations • Collaborates with CDP to create new ideas for their sections • Constantly develop skills and knowledge • Performs other duties pertinent to this job as assigned **Pre-requisites** Knowledge, Skills, and Experience: • Minimum 3-4 years of kitchen experience, previously worked in a fine dining concept • Understands oral and written instructions in English • Handles multiple priorities and works under stress • Maintains all international standards of health guidelines for food preparation and safety • Passes all required job-related tests	• 5-Day work week • 44 hours per week • Postal Code: 178881

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	• Ability to perform manual labor Physical Requirements of the job: • Work involves moderate exposure to high temperatures, dust, fumes, smoke, and/or loud noises • Moderate physical activity, such as handling objects up to 25 kilograms and standing or walking for more than 6 hours per day • Work environment involves potential exposure to hazards or physical risks, which requires following basic safety precautions	
Events & Program Manager	**Job Responsibilities** The Events & Program Manager will play a key role in bringing the Madison House community to life through a dynamic calendar of events, experiences and collaborations. This is a creative, hands-on role combining programming, event planning, execution and relationship management. Working closely with the Club Manager and wider team, you will develop and deliver engaging experiences that strengthen member connections, enhance the overall membership proposition and support acquisition, engagement and retention. We are looking for someone with fresh ideas, strong organisational skills and a genuine passion for hospitality, lifestyle and creating memorable experiences Events & Programming: • Develop and manage a rolling calendar of events and experiences across social, cultural, culinary, wellness, fitness, music and educational categories • Conceptualise engaging and innovative event formats, from intimate member gatherings and speaker series to poolside socials, DJ nights and signature House events • Plan, organise and execute events from concept through to delivery, ensuring a consistently high standard of experience • Support the delivery of pre-opening events, prospective member activations and launch programming • Work closely with the Club Manager to ensure all programming reflects Madison House's ethos, brand positioning and membership objectives • Stay informed of cultural, hospitality and lifestyle trends, bringing fresh ideas and relevant experiences to the calendar • Coordinate with internal teams, including F&B, Wellness, Membership and Marketing, to ensure seamless planning and execution • Support the coordination and delivery of private and corporate events where required	• 5-Day work week • 44 hours per week • Postal Code: 178881

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Partnerships & Collaborations: • Identify and develop relevant collaborations with premium lifestyle, cultural, culinary and wellness brands to enhance the Club's programming • Work with partners, guest speakers, practitioners and creatives to develop engaging events and member experiences • Coordinate partner activations, managing event deliverables and ensuring alignment with the Madison House brand • Explore opportunities for partnerships that enhance the member experience, support membership acquisition and help offset programming costs • Work closely with the Membership and Marketing teams to maximise the value and visibility of collaborations Financial & Commercial Management: • Prepare and manage individual event budgets, ensuring costs are monitored and events are delivered within agreed parameters • Support ticket pricing and identify opportunities for revenue-generating events, workshops and experiences • Work with partners and suppliers to negotiate favourable rates, sponsorships and in-kind support • Track event expenditure, attendance and performance, providing regular updates to the Club Manager Member Engagement & Experience: • Work closely with the Membership team to understand member interests and develop programming that encourages participation and connection • Create opportunities for members to engage with one another, build relationships and feel part of the Madison House community • Support events designed to introduce prospective members to the Club and strengthen existing member relationships • Gather member feedback and monitor participation trends to continually refine and improve programming • Collaborate with Marketing on event invitations, communications, content and post-event engagement Event Operations & Coordination: • Manage event logistics, including suppliers, entertainment, guest lists, event briefs, run sheets and on-site coordination • Liaise with relevant departments to ensure operational requirements are communicated and delivered effectively	

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Maintain accurate event schedules, timelines and planning documents • Ensure all events reflect Madison House's standards of hospitality, service and attention to detail • Provide hands-on support during events, including evenings and weekends as required **Pre-requisites** Knowledge, Skills, and Experience: • Approximately 4–6 years' experience in events, programming, hospitality, lifestyle or a related field, ideally within a luxury hospitality or private members' club environment • Proven experience planning and delivering a variety of events, from intimate gatherings to larger-scale activations • Creative and culturally curious, with a strong understanding of lifestyle, wellness, hospitality and emerging trends • Highly organised, detail-oriented and comfortable managing multiple projects simultaneously • Strong interpersonal and communication skills, with the ability to build relationships with members, partners and suppliers • Commercially aware, with experience managing event budgets and negotiating with suppliers • Proactive, resourceful and comfortable working independently as part of a small, collaborative team • Flexible and hands-on, with a willingness to work evenings and weekends when required • Passionate about creating memorable experiences and building a vibrant member community	
F&B Operations Manager	**Job Responsibilities** The F&B Operations Manager oversees the front-of-house, bar and lounge, and private events operations. This role will assist in setting up systems, standards and teams during the pre-opening phase and ensures every guest receives a seamless, memorable experience that reflects the restaurant brand and drives revenue and profitability Day-to-Day Responsibilities: • Work with the Director of Culinary and F&B experiences and the culinary team to prepare the restaurant for opening, including timelines, critical paths and readiness checklists • Set up operational systems, SOPs, service standards and workflows for the dining room, grill, bar and lounge • Participate in recruitment, onboarding and induction of the team, working with HR to hire the right people	• 5-Day work week • 44 hours per week • Postal Code: 178881

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Plan and run training, tastings, mock services and soft-opening trials, so the team is confident in the concept, the menu and the guest journey • Oversee daily front-of-house and bar operations, so every service meets standards of hospitality and consistency • Deliver the signature guest experience across the grill, and bar and lounge, with a good understanding of the menu, premium proteins and the beverage programme • Manage guest feedback and service recovery, protecting guest satisfaction • Work with the Head Chef and bar team to align service flow, menu launches, seasonal changes and special events • Ensure compliance with company policies and procedures and all applicable regulations, including food safety, hygiene, workplace health and safety • Prepare and manage budgets, forecasts and manpower planning and schedules to meet revenue, cost and profitability targets • Control operating costs, including beverage costs, supplies, wastage and breakages • Monitor sales and key performance indicators, and act on trends to improve performance • Drive revenue through upselling, reservations management, private events and partnerships • Oversee stock control, inventory management and supplier relationships • Oversee private dining and event bookings, working with the events and sales team for seamless execution • Support marketing and PR initiatives, collaborations, pop-ups and guest-engagement activities that build the brand in Singapore • Lead, coach and develop the front-of-house and bar teams, creating a culture of service excellence and teamwork • Set clear goals, evaluate performance and submit reviews on time • Plan rosters and manage manpower efficiently • Recommend promotions and salary reviews, provide constructive feedback, and maintain discipline where needed • Perform other duties relevant to the role as assigned **Pre-requisites** Knowledge, skills and qualifications: • Diploma in Food & Beverage, Hospitality Management or an equivalent discipline preferred	

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Minimum 4-5 years of experience in F&B operations, with at least 2 years in a supervisory or managerial role • Pre-opening experience - taken part in the launch of a new restaurant, bar or hotel F&B outlet, from set-up and team training to opening • Experience in a premium or fine-dining restaurant is preferred. Exposure to Korean cuisine, live-grill dining is an advantage • Strong understanding of service standards, and the ability to set, train and uphold them across a new team • Good beverage knowledge, including cocktails, spirits and wine, to support bar and lounge operations • Customer-oriented, with a genuine passion for hospitality and for creating memorable guest experiences • Critical thinker and problem solver, able to stay calm and make sound decisions under pressure, especially during the opening phase • Good organizational and time-management skills, able to juggle opening deadlines alongside daily operations • A hands-on, adaptable team player who is comfortable in a fast-paced, multicultural environment	
F&B Runner	**Job Responsibilities** The Runner is responsible for delivering the food from the kitchen to the customer tables, and clearing of tables in a timely and professional manner Day-to-Day Responsibilities: • Prompt, and courteous greeting of customers • Continually bus tables throughout shift • Reset tables as soon as the customers finished their meals • Deliver food to customers on the table in an accurate and timely manner, ensuring orders are correct • Ensure all guests receive positive and professional service to the highest standards to exceed the customer's expectations • Follow sequence of service standards as per brand guidelines • Maintain cleanliness and hygiene standards • Ensure the cleanliness and refilling of condiment sets and napkin containers • Keeps all work stations and equipment as clean as possible at all times • Attend all regular departmental briefings and contribute to an open communication within the assigned team	• 5-Day work week • 44 hours per week • Postal Code: 178881

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Performs other duties pertinent to this job as assigned **Pre-requisites** Knowledge, Skills, and Experience: • Minimum 1 year of experience in similar positions in a high-volume, fine dining restaurant • Good in English • Good communications and interpersonal skills • Customer oriented with a positive attitude and smiling face • Cooperative and self-giving team player • Ability and willingness to perform under stress • Positive and high energy level Physical Requirements of the job: The job of the Runner may require: • Physical handling of products such as handling trays • Covering different shifts and working during public holidays • Stressful conditions • Standing for long hours	
F&B Station Captain	**Job Responsibilities** The Station Captain is responsible to provide high levels of customer service to all diners to ensure they have a memorable experience and return Principal Accountabilities: • Knows and uses the service guidelines by the brand guideline • Prompt, and courteous greeting of customers • Deliver food to customers on the table in an accurate and timely manner • Ensure all guests receive positive and professional service to the highest standards to exceed the customer's expectations • Follow sequence of service standards as per brand guidelines • Have a complete and thorough knowledge of all menu items in order to be able to describe and make suggestive selling to customers • Ensure food quality and consistency is delivered at all times • Manage the set up and close down of tables within section • Ensure tables are turned around and ready with minimal delay • Maintain cleanliness and hygiene standards • Ensure the cleanliness and refilling of condiment sets and napkin containers • Keeps all workstations and equipment as clean as possible at all times	• 5-Day work week • 44 hours per week • Postal Code: 178881

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Attend all regular departmental briefings and contribute to an open communication within the assigned team • Performs other duties pertinent to this job as assigned Communication & Working Relationships: • Interacts with customers and shows willingness to serve them with a pleasant attitude • Communicate professionally with the supervisor in charge **Pre-requisites** Knowledge, Skills, and Experience: • Minimum 1-2 years of experience in similar positions in a high-volume, high-end restaurant preferred • Good in English • Good communications and interpersonal skills • Customer oriented with a positive attitude and smiling face • Cooperative and self-giving team player • Ability and willingness to perform under stress • Positive and high energy level Physical Requirements of the job: The job of the Captain may require: • Physical handling of products such as handling trays • Covering different shifts and working during public holidays • Stressful conditions • Standing for long hours	
Head Chef	**Job Responsibilities** The Head Chef shall support the Director of Culinary in ensuring the smooth and efficient operation of the kitchen. The Head Chef oversees the culinary team to ensure every dish is prepared according to standard recipes, consistently meeting the quality standards that deliver an outstanding guest experience and lasting guest satisfaction Day-to-Day Responsibilities: • Support the Director of Culinary in managing kitchen costs to meet budget targets and improve profitability • Control kitchen maintenance, repair and other related expenses • Monitor the ordering and receiving of food products and supplies to meet daily operational needs • Ensure compliance with company policies and procedures, as well as all applicable government laws and regulations • Supervise and actively participate in the preparation and production of all food products	• 5-Day work week • 44 hours per week • Postal Code: 178881

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Ensure all food is consistently prepared and served according to the restaurant's recipes, portioning, cooking and serving standards • Inspect food quality during and after preparation, making adjustments as needed • Ensure all equipment is kept clean and in excellent working condition through personal inspection and adherence to the preventive maintenance programme • Plan and develop menus in coordination with management • Accommodate guests' special requests and dietary requirements • Work with the HR Department to ensure high-quality kitchen hires during the recruitment process • Liaise with the Operations and HR Departments to stay aligned on kitchen developments and requirements • Manage the kitchen team through coaching and training to improve performance and achieve kitchen objectives and targets • Motivate staff and support their professional development • Evaluate the performance of kitchen employees and submit reviews in a timely manner • Recommend salary reviews and personnel actions such as promotions, and provide constructive feedback to employees • Maintain discipline, recommend and administer corrective action where necessary • Keep job knowledge up to date and develop fresh, trend-setting ideas to stay competitive in the local market • Perform other duties relevant to the role as assigned **Pre-requisites** Knowledge, skills and qualifications: • Minimum 6-8 years of relevant experience managing kitchen operations • Minimum Diploma in Culinary Arts & Management or related discipline • Valid Food Hygiene Certificate or WSQ Food Safety Course Level 3 • Prior management experience in a similar fast-paced kitchen environment • Well-organized and systematic in approach to work. • Strong planning and budgeting skills • Excellent communication, interpersonal and management skills • Strong coaching skills, with the ability to maintain a positive and supportive relationship with kitchen teams	

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Highly cooperative team spirit • Excellent leadership skills, with the ability to lead by example in a multicultural environment	
Head Hostess/Hostess	**Job Responsibilities** The Hostess is responsible to greet customers and to ensure that all guests receive an amazing service Principal Accountabilities: • Greets guests, escorts them to tables, and provides menus. Manage waiting list as per brand guidelines • Offer appropriate seating arrangements • Receive and record customers dining reservations • Ensure all orders are filled in a timely and accurate manner • Maintain clean and organized tables and work area • Observe proper grooming and personal hygiene at all times • Assist waiters and head waiters when needed • Manage event related work including setting up tables of the restaurant • Ensure all guests receive positive and professional service to the highest standards to exceed the customer's expectations • Handles guest problems and complaints • Attend all regular departmental briefings and contribute to an open communication within the assigned team • Performs other duties pertinent to this job as assigned Communication & Working Relationships: • Interacts with customers and shows willingness to serve them with a pleasant attitude • Communicate professionally with the supervisor in charge **Pre-requisites** Knowledge, Skills, and Experience: • Minimum 1-2 years of experience in similar position in hospitality industry, preferred but not limited to • Good in English • Good communications and interpersonal skills • Basic computer skills (Recommended to have previous experience in restaurant software) • Customer oriented with a positive attitude and smiling face • Friendly and approachable • Cooperative and self-giving team player • Ability and willingness to perform under stress • Positive and high energy level	• 5-Day work week • 44 hours per week • Postal Code: 178881

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• A willingness to go the extra mile in ensuring guests' needs are met • A huge passion for customer service and hospitality	
Junior Sous Chef	**Job Responsibilities** The Junior Sous Chef is responsible for assisting the Sous section of the kitchen while working closely with the Sous Chef and replacing in the absence of Sous Chef Principal Accountabilities: • Give assistance to day-to-day operations of the kitchen • Prepares a wide variety of goods by following standard restaurant recipes • Work closely with Sous Chef and assist in developing, designing and creating new ideas and items • Follows proper handling and right temperature of all food products • Supervise and coordinate all preparation and presentation • Monitor stocks of ingredients and make appropriate orders within budget • Check quality of material and condition of equipment and devices used for cooking • Report all equipment problems and maintenance issues, known safety hazards, or unsafe practices and procedures to supervise immediately • Observes compliance with the company's policies and procedures, as well as, governmental laws and regulations • Performs other duties pertinent to this job as assigned Communication & Working Relationships: • Communicates professionally with the Sous Chef • Communicates report and kitchen operational issues on a daily basis with the Sous Chef • Works closely with subordinates to ensure information transmission at all times **Pre-requisites** Knowledge, Skills, and Experience: • Certified Culinary Arts Diploma • Minimum 3 years as Chef de Partie • Good knowledge of different types of cuisines especially Japanese, Peruvian • Prior management experience in a similar kitchen environment • Fluent in English • Good knowledge of kitchen policies and procedures, their development and applications • Excellent knowledge of Food Safety, HACCP, Sanitation, and Personal Hygiene basics	• 5-Day work week • 44 hours per week • Postal Code: 178881

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Ability to maintain high quality control standards • Excellent interpersonal, communication and management skills • Strong planning and budgetary skills • High coaching skills are a must in order to maintain the positive and supportive role with the kitchen teams • Highly cooperative team spirit • Excellent leadership skills and the ability to lead by example in a multicultural environment Physical Requirements of the job: The job of the Junior Sous Chef may require: • Physical handling of products such as handling objects up to 25 kilograms • Moderate exposure to high temperature, dust, fumes, smoke, and loud noises • Long working hours, working during holidays, and covering different shifts (night shifts and weekends) • Work environment involves potential exposure to hazards or physical risks, which requires following basic safety precautions	
Member Services Host (Receptionist)	**Job Responsibilities** The Member Services Host represents Madison House at the front of the member journey. This role requires strong presence, professional judgement, and refined communication skills. Hosts are responsible for maintaining service flow, managing member communications, and coordinating with internal departments to ensure a consistent, high-quality experience. The position balances operational discipline with a welcoming and personable approach, supporting both daily operations and long-term member relationships Member & Guest Experience: • Serve as a primary point of contact for members and guests • Maintain oversight of arrival areas and shared spaces, ensuring smooth guest flow • Set and uphold the tone of professionalism, warmth, and discretion Communication & Relationship Management: • Manage ongoing communication with members via email and messaging platforms • Provide clear, timely responses to enquiries related to bookings, access, and club services • Support guest invitation processes and member administration • Operational Coordination: Coordinate with spa, pool, lounge, and dining teams to support seamless service delivery	• 5-Day work week • 44 hours per week • Postal Code: 178881

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Share relevant guest information and preferences in line with data protection standards • Support service recovery and escalation processes when required Systems & Compliance: • Ensure accurate use of CRM, check-in, and reservation systems • Maintain data accuracy, confidentiality, and compliance with internal policies • Support front-of-house operational readiness **Pre-requisites** Knowledge, Skills, and Experience: • Experience in hospitality, private members' clubs, luxury retail, or similar environments • Excellent verbal and written communication skills • Strong judgement, organisation, and attention to detail • Professional presentation and conduct • Willingness to work rotating shifts, including weekends and public holidays	
Recreation Attendant	**Job Responsibilities** The Recreation Attendant is essential to delivering a flawless, premium experience across Madison House's wellness and sports facilities, including the pools, gym, padel courts, and changing room spa amenities (cold plunge, sauna, steam room). Operating as a key frontline ambassador, this role blends meticulous facility management with high-touch hospitality. This trainee ensures all areas are prepared to the highest standards of presentation, provides exceptional member support, and maintains continuous cleanliness and operational readiness throughout the day to create a seamless, welcoming environment Facility Operations & Readiness: • Opening & Closing: Prepare and secure all recreation facilities (pools, gym, sauna/steam rooms, padel courts) at the start and end of each shift • Furniture Setup: Set up poolside and terrace furniture (loungers, umbrellas) and reset promptly after use • Event Logistics: Assist with set-up and logistics for wellness, fitness, or recreation-related events • Technical Maintenance: Safely operate light maintenance machinery, including the Bowdry system, for padel court water removal and surface preservation • Maintain padel court turf by sand levelling the courts periodically Housekeeping & Deep Cleaning:	• 5-Day work week • 44 hours per week • Postal Code: 178881

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Gym Sanitization: Maintain impeccable facility standards by performing daily cleaning of gym floors, mirrors, and specialized fitness equipment • Social Areas: Oversee the upkeep of recreational areas, including the cleaning and detailing of pool/padel tables and side stations • Amenity Management: Collect used towels, empty towel bins, and coordinate with laundry to maintain availability • Detailing: Conduct regular cleaning of wellness areas to ensure constant cleanliness, safety, and readiness Member Experience & Guest Services: • Hospitality: Welcome members and guests, provide towels and water, and ensure their comfort across all recreation areas • Inventory management: Monitor inventory of towels, water, and amenities; notify your manager when replenishment is needed • Team Collaboration: Collaborate with F&B, Housekeeping, and Wellness teams to deliver exceptional member experience Specialized Court & Safety Oversight: • Court Maintenance: Execute specialized court maintenance, such as sand brushing padel courts, drying the courts using BowDry to ensure optimal playing conditions • Safety Compliance: Ensure compliance with hygiene, safety, and emergency procedures; provide first aid if trained • Reporting: Identify and report maintenance or safety issues to the Facilities team or Recreation Manager **Pre-requisites** Knowledge, Skills, and Experience: • Previous experience in hospitality, wellness, or recreation environments preferred • Basic First Aid and/or Lifeguard certification advantageous • Strong communication skills in English; additional languages a plus	
Restaurant Supervisor	**Job Responsibilities** The Supervisor will work closely with the Restaurant Manager to ensure all operations are in line with company procedures, supervise team members, ensure quality and hygiene standards are met. Keep the Restaurant Manager up to date with relevant issues in the restaurant and gets their input and advice where necessary. Coaching and training of staff, in order to improve performance and to achieve the department's objectives and targets. Discipline team members through ongoing feedback and the establishment of performance expectations. Conduct the closing and opening procedures consistently and	• 5-Day work week • 44 hours per week • Postal Code: 178881

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	thoroughly. Ensures the proper practices are being adopted in the restaurant from Food safety, food & equipment sanitation, and personal hygiene in all restaurant internal and external areas **Pre-requisites** Knowledge, Skills, and Experience: • Minimum 3 years of experience in similar positions in a high-volume, fine dining restaurant • Good in English • Good communications and interpersonal skills • Customer oriented with a positive attitude and smiling face • Cooperative and self-giving team player • Ability and willingness to perform under stress • Positive and high energy level	
Security Officer	**Job Responsibilities** The Security Officer, we rely on you to: • Responsible for maintaining adequate and effective security measures for the resort • Ensuring maximum protection is given to the guests. • Ensure the resort and guest properties are safeguard against loss, damages and other untoward accidents • Handle all incidents in a professional and timely manner • Actively participate in the day-to-day security operations of the hotel to ensure the safety and security of all guests, employees and property • Provide necessary assistance to guests and employees in a friendly and tactful manner • Enforce the company policy and procedures relating to safety and security • Responding to all incidents involving hotel guests and employees • Keeps surveillance on potential criminals and activities and to maintain peace and order within the hotel premises and to take appropriate remedial action if necessary • Conduct investigations and submit reports on incidents affecting guests and employees • Carry out patrolling duties around and within the hotel compound • Perform access control duties at the Security Office and managing of CCTV surveillance • Managing of crowds and traffic controls during peak periods • Respond to all emergency situations including fire alarms, medical assistance and emergency evacuation • Carry out other duties as assigned by the Security Manager or Hotel Management	• 5-Day work week • 44 hours per week • Postal Code: 178881

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Communication & Working Relationships: • Communicates professionally with superiors and subordinates while keeping a productive working environment • Assist the Security Manager in problem solving with a can-do attitude **Pre-requisites** Knowledge, Skills, and Experience: • Candidate must possess a valid Security License issued by the Police Licensing and Regulatory Department • Minimum 1 years of relevant working experience in similar capacity in the hospitality industry • Knowledge of fire safety and first aid would be an advantage • Able to work shifts including weekends and public holidays • Assist the Security Manager in problem solving with a can-do attitude • Experience in Crisis Management and part of the Emergency Response Team • Possess other relevant certifications such as CERT, OFA+AED added advantage Physical Requirements of the job: • Long hours, covering different shifts and working during public holidays	
Senior Chef de Partie	**Job Responsibilities** The Senior Chef de Partie is responsible for preparing all food products in all kitchen sections and making them ready for in-house service Your Day-to-Day Responsibilities: • Prepares and ensures outstanding food quality, appearance, and consistency that adhere to restaurant's recipes and standards • Completes assigned prep work duties in an efficient time frame • Support the Sous Chef in the daily operation and workflow • Moves prepared food out of the prep area continuously • Works together in a team-oriented environment to produce food in a timely and orderly manner • Assists in ensuring the accuracy and quality of received food products and other supplies as required for daily operations • Keeps all workstations and equipment as clean as possible at all times. Follows a cleaning schedule for designated equipment and storage areas	• 5-Day work week • 44 hours per week • Postal Code: 178881

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Keeps sanitation solutions up to Company codes at all times and ensures that all utensils, plate ware, glassware, storage containers, serving dishes, and equipment are always clean and sanitized • Collaborates to create new ideas for their sections • Constantly develop skills and knowledge and provide guidance to the junior staff • Performs other duties pertinent to this job as assigned **Pre-requisites** Knowledge, Skills, and Experience: • Minimum 4-5 years of kitchen experience, previously worked in a fine dining concept or hospitality industry • Understands oral and written instructions in English • Handles multiple priorities and works under stress • Maintains all standards of health guidelines for food preparation and safety	
Sous Chef	**Job Responsibilities** The Sous Chef is responsible for Updating the Executive Chef about the daily kitchen activities and the kitchen team. Ensuring the preparation and presentation of food is in line with company standards and brand requirements Principal Accountabilities: • Assists the Executive Sous Chef and Executive Chef in the daily operation of the kitchen • Replaces the Executive Sous Chef during vacations and leaves and taking care of the kitchen's overall activities • Observes compliance with the company's policies and procedures, as well as governmental laws and regulations • Ensures accuracy and quality of received food products and other supplies as required for daily operations • Ensures submission of all relevant documents to Executive Chef for immediate processing • Inspects products quality during and after preparation, and makes adjustments as required • Assists Executive Chef in inspecting all food and products are consistently prepared and served according to the restaurant's recipes, portioning, cooking and serving standards • Meets customer requirements in terms of special requests and dietary needs • Collaborates with Executive Chef regarding special requirements, VIPs, functions, etc. • Ensures the proper appearance (condition of uniforms) and grooming of all kitchen staff	• 5-Day work week • 44 hours per week • Postal Code: 178881

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Monitors daily attendance of kitchen staff and arrange production planning smoothly • Constantly develop skills and knowledge • Performs other duties pertinent to this job as assigned Communication & Working Relationships: • Communicates professionally with the Executive Chef and Kitchen Management • Communicates report and kitchen operational issues on a daily basis with the Kitchen Management • Works closely with subordinates to ensure information transmission at all times **Pre-requisites** Knowledge, Skills, and Experience: • Certified Culinary Arts Diploma • Minimum 2 years as Sous Chef / Junior Sous Chef in similar concepts • Good knowledge of different types of cuisines especially Japanese, Peruvian • Prior management experience in a similar kitchen environment • Fluent in English • Good knowledge of kitchen policies and procedures, their development and applications • Excellent knowledge of Food Safety, HACCP, Sanitation, and Personal Hygiene basics • Ability to maintain high quality control standards • Excellent interpersonal, communication and management skills • Strong planning and budgetary skills • High coaching skills are a must in order to maintain the positive and supportive role with the kitchen teams • Highly cooperative team spirit • Excellent leadership skills and the ability to lead by example in a multicultural environment Physical Requirements of the job: The job of the Sous Chef may require: • Physical handling of products such as handling objects up to 25 kilograms • Moderate exposure to high temperatures, dust, fumes, smoke, and loud noises • Long working hours, working during holidays, and covering different shifts (night shifts and weekends) • Work environment involves potential exposure to hazards or physical risks, which requires following basic safety precautions	

e2i SERVICES

- **Career Coaching & Job Matching**
- **Skills Future Advice**

We have compiled a list of resources for you to widen your search, sharpen your skills, and receive funding support.

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

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

	Operating Hours	Nearest MRT
e2i Career Centre (West) Devan Nair Institute for Employment and Employability 80 Jurong East St 21 Level 2 Singapore 609607	Mondays: 2:30pm to 5pm Tuesdays to Fridays: 9am to 5pm Saturdays: 9am to 1pm Sundays & Public Holidays: Closed	East-West Line (Green Line) North-South Line (Red Line) Station Name: Jurong East
e2i Career Centre (Central) One Marina Boulevard 1 Marina Boulevard #B1-03 Singapore 018989	Mondays: 2:30pm to 5pm Tuesdays to Fridays: 9am to 5pm Saturdays: 9am to 1pm Sundays & Public Holidays: Closed	East-West Line (Green Line) North-South Line (Red Line) Station Name: Raffles Place Downtown Line (Blue Line) Station Name: Downtown
e2i Career Centre (East) ServiceSG Centre Our Tampines Hub 1 Tampines Walk #01-21 Singapore 528523	Mondays: 2:30pm to 5pm Tuesdays to Fridays: 9am to 5pm Saturdays: 9am to 1pm Sundays & Public Holidays: Closed	East-West Line (Green Line) Downtown Line (Blue Line) Station Name: Tampines

e2i Career Centre (Central)
ServiceSG Centre
Ang Mo Kio Hub
53 Ang Mo Kio Avenue 3
#04-02
Singapore 569933

Operating Hours
Mondays:
2:30pm to 5pm
Tuesdays to Fridays:
9am to 5pm
Saturdays: 9am to 1pm
Sundays & Public Holidays: Closed

Nearest MRT
North-South Line (Red Line)
Station Name: Ang Mo Kio

Or make an appointment at any of our 24 Jobs & Skills Centres located island-wide:

Locate Us - NTUC's Employment and Employability Institute (e2i)

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- Subscribe to **Non-PMET Jobs-Alert**
  (e.g. Temporary, Part Time Jobs, Operators, Packer Roles, etc.)
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