



VACANCY ANNOUNCEMENT

Brussels-2019-86

The Official Residence Staff is looking for a full-time (m/f)

CHAMBERMAID

for one of its official residences in Uccle

Major Duties and Responsibilities

The Chambermaid is responsible for cleaning and maintaining the private and guest rooms as well as the staff area of a large residence on a daily basis. Duties include but are not limited to:

- Making beds, cleaning and dusting all rooms, hallways, and bathrooms;
- Periodically washes windows and cleans out closets;
- Prepares guest rooms when guests are expected;
- On occasion assists in official events by taking coats at the front door; washing dishes; and assisting in serving guests as a back-up;
- Does laundry whenever necessary;
- Responsible for the suits of the Ambassador, making sure they are clean and ready for use, ensures quality and attention to detail;
- Caregiver of a large dog belonging to the family; walking the dog, feeding him and watching him when necessary;
- Performs other duties as assigned.

Please note that the Chambermaid is requested to live in the official residence, either alone or together with their spouse and dependent children.

Qualifications Required for Effective Performance

Education: Lower degree in secondary school; professional job related vocational training preferred.

Work Experience: Minimum two years' experience in a similar environment or in a customer service oriented position, preferably in a hotel or restaurant, or experience as housekeeper in a similar position.

Language skills: Working knowledge (level II) in English; basic Dutch or French a plus.

Abilities and Skills: Must be knowledgeable in cleaning as well as in the use of cleaning supplies and equipment. Must be able to serve and do laundry. Must be discreet.

Position Elements

Supervision Received: From the Butler, the Residence Manager, and the Ambassador and his spouse.

Exercise of Judgment: Must be able to independently determine when and whether rooms, furniture, rugs, etc., need cleaning.

Supervision Exercised: None

Applications need to be submitted through the website of the U.S. Embassy:

<https://be.usembassy.gov/embassy/jobs>. This position is open until filled.

Applicants who are not invited for an interview and/or test may assume that their application has not been retained for this particular position.

Note: The selected candidate will be a personal employee of the Ambassador, not an employee of the U.S. Government.