



# VACANCY ANNOUNCEMENT

FY18-10

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

## **BUTLER**

for one of its official residences in Tervuren

### Major Duties and Responsibilities

Duties of the Butler include but are not limited to:

- Plans and executes official representational events in close coordination with the principal and/or his/her spouse;
- Oversees the daily housekeeping and assists, whenever necessary, with cleaning of official rooms, mainly the fragile parts such as art, china, or antiques.
- Keeps stock and replenishes stock of cleaning and household material as needed;
- Selects the proper wine for representational events and keeps inventory of wine cellar;
- Sets tables; upon occasion making flower arrangements;
- Serves private as well as official meals (breakfast, lunch, dinner, receptions);
- Stocks, prepares, and serves beverages at receptions, teas, etc.;
- Answers the door and the telephone, and relays messages if required;
- Consults daily with the principal or his/her spouse, reporting on possible maintenance and repair needs in the residence;
- Recruits, coordinates, and manages additional waiters for representational events whenever required.

### Qualifications Required for Effective Performance

**Education:** Secondary school and vocational training in a hotel or butler school.

**Work Experience:** Minimum five years' experience as a butler in a similar position or in a well-recognized hotel.

**Language skills:** Good working knowledge (level III) of English and Dutch or English and French.

**Abilities and Skills:** Must be knowledgeable in the smooth running of a residence, and as such must be versed in all areas of servicing and housekeeping. Must be tactful and discreet and must have good interpersonal skills.

### Position Elements

**Supervision Received:** From the Residence Manager, and the Defense Advisor and his spouse.

**Exercise of Judgment:** Must be able to manage the residence and staff on his/her own.

**Supervision Exercised:** Chambermaid

*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 Defense Advisor, not an employee of the U.S. Government.*