



VACANCY ANNOUNCEMENT

FY19-L12

The American Embassy in Luxembourg is looking for a full-time

HOUSEMAID

Major Duties and Responsibilities

The Housemaid is responsible for cleaning and maintaining the Chief of Mission Residence (CMR). The Housemaid assumes additional duties to ensure that receptions, dinners and other events run smoothly. The Housemaid reports to the Residence Manager.

- Coordinates activities with the Ambassador, the Residence Manager, and other residence staff.
- Responsible for cleaning and maintaining the public, private, and guest rooms as well as the staff area of a large residence on a daily basis;
- Help with receptions and dinners, including food preparation, table service, and cleanup as required.
- Prepares light meals for the Ambassador and visitors as requested
- Periodically wash windows and clean out closets;
- Prepares guest rooms when guests are expected;
- Provides proper care and maintenance of the clothing and linen at the residence - washing, ironing, and pressing clothes;
- Is responsible for the proper upkeep of the linen closets;
- Wash, dry, iron/press table linen, napkins and place mats; wash, dry, iron and fold bed linen;
- Maintains cleanliness of work area and ensure that all machines are in working condition and properly cared for;
- Escorts workers in the residence as required
- Mends and sews as required;
- Cares for plants and flowers in the residence.
- Exercises discretion and maintains a respectful working environment, one free of hostile remarks, behaviors, or other forms of intimidation or harassment. Required to immediately advise the Ambassador, or the Ambassador's designated assistant, of any offences or behaviors contrary to this workplace standard.
- Performs other duties as assigned.

Qualifications Required for Effective Performance

Education: Lower degree in secondary school

Experience: 2–3 years in a similar environment or in a customer services oriented position, preferably in a hotel or restaurant, experience as housekeeper in similar position may replace former experience hotel/restaurant experience.

Language skills: Basic English; good working knowledge of French desirable.

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 Ambassador, his spouse, or a designated representative such as the Residence Manager.

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:

<http://belgium.usembassy.gov/jobs.html>. 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.