

# Official Residence Housekeeper Vacancy Announcement

<b>WORK HOURS:</b>	Full-time, 40 hours/week Additional hours may be required
<b>STARTING SALARY:</b>	\$39,892 p.a. + Superannuation + Allowances
<b>CLOSING DATE:</b>	Monday June 20, 2011

A diplomatic family is seeking an individual for the position of Housekeeper at their Official Residence.

## BASIC FUNCTION OF POSITION

- Provide the highest standard of service to the family, extending the same to all guests.
- Ensure all representational and private rooms upstairs are cleaned on a regular basis, as per cleaning schedule.
- Perform valet duties for spouse and houseguests.
- Provide pantry service to the family and guests.
- Prepare and serve breakfast for the family, as required.
- Assist in service at functions including breakfast, lunch and dinner, as required.
- Ensure all work and storage areas including the laundry, linen cupboards, ironing and cleaning rooms are kept clean.
- Maintain linen utilized in service. This includes the washing, ironing and starching of all relevant linen.
- Perform housekeeping and valet duties as required.
- Arrange and maintain floral arrangements as required.
- All members of staff are required to maintain the cleanliness of all common areas.

## IN GENERAL

- Ensure a calm environment is maintained, along with:
  - discretion of the highest order
  - the ability to effectively assess priorities
  - the ability to work with minimal supervision and direction
  - the ability to work in a team environment
  - common sense and tact
  - diligence, reliability and honesty

## UNIFORM

All members of the staff are expected to wear the uniform provided in accordance with their position and as approved by their employer and within budget constraints set out by the Regional Financial Management Center. Employees are responsible for maintaining a presentable and clean uniform and appearance at all times.

## FOR MORE INFORMATION PLEASE CONTACT

Jeena Jacob

02 9373 9112

## **TO APPLY**

Applicants Interested in this position should submit their resume to

Human Resources Office  
U.S. Consulate General Sydney  
59<sup>th</sup> Floor, MLC Centre  
19 – 29 Martin Place  
SYDNEY NSW 2000

We are unable to accept Hand Delivered Applications.

Only applications received before COB on **Monday June 20, 2011** will be considered

Applicants will be selected based on equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The selection process will also strive to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

**The Official Residence is a smoke and drug free work environment.**