

**United States Deputy Chief of Mission's Residence in Rabat
Through U.S. Embassy Rabat Human Resources Office
Vacancy Announcement
BUTLER**

OPEN TO: ALL INTERESTED CANDIDATES

POSITION: Butler

OPENING DATE: April 11, 2014

CLOSING DATE: Until filled

WORK HOURS: Full-time, 48 hours/week

SALARY: To be determined

The DCM's Residence in Rabat is seeking an individual for the position of Butler.

BASIC FUNCTION OF POSITION:

In charge of preparing the house for small or large social gatherings. Arranges and sets the table(s) and ensures that food is served on the proper plates and with the proper utensils. Ensures that all serving pieces are properly cleaned, stored and accounted for. Arranges flowers and sets the tables in a manner appropriate to the occasion. Sets up the bar and serves drinks, hors-d'oeuvres, and meals to guests. Hires extra help when necessary in consultation and consent of the Sponsor. Answers the telephone and door and supervises outside and inside workers.

Responsible for general maintenance of the downstairs and basement areas. This includes dusting, vacuuming, mopping the floors, and occasionally airing and deodorizing the rugs. Responsible for the general upkeep of the guest room when it is not occupied. Keeps the windows cleaned, plants watered, and all the doors locked to protect the security of the house. Mops and dusts the entire basement once a month. Cleans the downstairs shower and laundry room as needed (at least weekly). Instructs the gardeners as to what needs to be done in the garden. Keeps light bulbs and smoke alarms in working condition. May occasionally use personal vehicle to do shopping. In such an event he/she is reimbursed for gasoline. Arrives early, sets the table and serves breakfast for the family. Performs any other assigned duties as requested by the Sponsor.

QUALIFICATIONS REQUIRED

1. Graduate from a professional school (hospitality, restaurant management or tourism schools).
2. Working knowledge in English, French and Arabic.
3. Minimum five years experience as Butler or related field.

TO APPLY

Interested applicants for this position must submit the following:

1. A current resume or curriculum vitae
2. Any other documentation (e.g. education diplomas, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION

- a) By mail to: Human Resources Office
Attention: Vacancy Announcement (Butler)
Address: 2 Avenue Mohamed El Fassi (ex-Marrakech), Rabat
- b) By e-mail: RecruitmentRabat@state.gov with 'Butler' in subject line

Approved: HRO: CManley, Drafted: HR: RDaanoune