

# JOB VACANCY

## Maid

The Maid is a personal employee of the Chief of Mission of the United States of America in Bucharest and is employed at their residence.

*This position is open to Ordinarily resident applicants having the required work and residency permits to legally work in Romania*

### **Basic function of position:**

Maid reports to the Employer through the Residence Manager.

Duties to include but not be limited to:

- **Cleaning and maintenance of the Residence:**
  - a) Responsible for cleaning the Residence;
  - b) Ensure that all bedrooms and toilets are in good condition at all times, vacuuming carpets, dusting, changing sheets and towels as needed;
  - c) Work with residence manager and/or butler to see that household and other house supplies are purchased as needed;
  - d) Be willing to take on cleaning jobs as needed in all the Residence
- **Washing and ironing as needed or requested:**
  - a) Tablecloths, napkins, sheets, towels, curtains and other items to ensure a good clean standard of the Residence; Clothes
- **Official representational function :**

Assisting the preparation and the service of representational functions as requested.

### **Requirements:**

- Janitorial experience required
- Experience in serving at formal functions and receptions or similar work experience in a diplomatic environment, luxury hotel, cruise ship, etc.
- Ability to communicate effectively in English and Romanian

**Salary:** Gross 2487 RON a month

**Hours:** Full time 8 hours/day; 40 hours/week

**Benefits:** Christmas bonus, supplementary medical reimbursement and other benefits in accordance with Romanian law (pension-medical-unemployment.)

**Applicants can send resumes, references, etc. via email:**  
[BucharestRecruitment@state.gov](mailto:BucharestRecruitment@state.gov) or they can bring them to the Embassy gate and address it for Human Resources.

Closing date for this position: October 22, 2015.

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