

OPEN TO ALL INTERESTED APPLICANTS

POSITION: Driver/Worker

OPEN DATE: 5-23-16

CLOSING DATE: 6-7-16

HOURS: FULL TIME

SALARY: INFORMATION AVAILABLE UPON REQUEST

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED TRANSFERABLE WORK/RESIDENCE PERMIT IN ORDER TO BE ELIGIBLE FOR CONSIDERATION.

This is a full-time Driver/Worker position working for the American Employees' Facilities & Services Association (AEFSA) of Jeddah.

Duties and Responsibilities include:

- Works under the supervision of the General Manager.
- Serves as primary driver for AEFSA.
- Responsible for shopping for the Sheikh and Bake, keeping accurate accountability of payments, receipts, and petty cash for such purchases.
- Loading and unloading deliveries.
- Helps and prepares for AEFSA events and social gatherings.
- As a team member, contributes to food preparation, adhering to the highest standards of food safety.
- Maintain food storage mindful of expiration dates
- Cleaning and other related tasks during and after the events.
- Assist Sheikh & Bake Staff during Breakfast and Lunch Hours as per AEFSA Manager's request
- Crushing the bottles and handling other tea containers, brining required materials
- Organizing of inventory at the tea warehouse
- Other tasks as directed by the General Manager and/or Board.

SUPERVISION

The employee will work under direct supervision of the AEFSA chef and/ or General Manager.

REQUIRED QUALIFICATIONS

EDUCATION: High school/ Diploma

EXPERIENCE: Minimum 2 years of experience in Restaurant as Assistant or Driver

LANGUAGE REQUIREMENTS: English & Arabic Level II (Reading, Writing and Speaking) is required.

HOW TO APPLY: Candidates interested in applying for this position may do so by sending a cover letter, resume, and list of at least three references to JeddahAEFSAjobs@state.gov. Please write “AEFSA Driver/Worker Position – FAMILY NAME, GIVEN NAME” in the subject line of your email.