

## **VACANCY AT THE RESIDENCE OF THE AMBASSADOR OF UNITED STATES EMBASSY**

The United States embassy is seeking a qualified individual to serve as a Steward at the Chief of Mission's residence. See details below:

### **MAJOR DUTIES:**

Carry out cleaning in the living, bedrooms, other rooms, and rest rooms of the residence of the Chief of Mission. Clean the immediate vicinity of the home. Perform hand and machine laundering and ironing duties in the home.

Coordinate the repairs of faulty equipment at the residence. Report potential problems, such as mold, insects/pests, leaks etc, to the GSO or FMM. Monitor laundry and other cleaning supplies to determine when reordering is necessary.

Takes telephone messages as necessary and relay key messages to the Head of residence or his/her spouse.

### **OTHER DUTIES:**

Assists the Chief Cook in preparing meals for the family or for invitees to a function. Assists or accompanies the Chief Cook to food shopping. Assists with catering for various functions and participates in serving meals for the function. Sets up dining room with cutlery appropriate for the particular food service.

**May be required to work independently in the absence of the Chief Cook:** Suggest and develop healthy menus in addition to preferred menus by the Residents. Do food shopping and prepares meals for the family as necessary. Coordinate special functions such as lunch, dinner, party or other reception at the residence. Participates in serving food at the functions.

**POSITION TITLE:** Stewardess

**WORK SCHEDULE:** 40 hour week (Monday-Friday) or as required by Ambassador

**CLOSING DATE FOR RECEIPT OF APPLICATIONS:** April 20, 2012

Qualified candidates are encouraged to submit detailed resume, copies of certificates acquired and references to:

Human Resources Office  
Application for Stewardess  
United States Embassy  
Hill Station  
Freetown

By handling a sealed envelope to the Security Guards at the entrance of the embassy.

**Note: Only short listed candidates will be contacted.**