

**ANNOUNCEMENT FOR BUTLER/HOUSEKEEPER POSITION
AT THE RESIDENCE OF THE AMBASSADOR
AND THE RESIDENCE OF DEPUTY CHIEF OF MISSION
OF THE UNITED STATES OF AMERICA**

OPEN TO: All interested candidates
POSITION: Butler/Housekeeper (multiple openings)
OPENING DATE: January 10, 2011
CLOSING DATE: Close of Business January 24, 2011
WORK HOURS: Full-time; 40 hours/week

The U.S. Embassy in Damascus is seeking individuals for the position of butler/housekeeper at the Residence of the Ambassador and the Residence of Deputy Chief of Mission of the United States of America. The incumbent should be able to work well independently.

MAJOR DUTIES AND RESPONSIBILITIES

The Butler/Housekeeper is responsible for the day-to-day management of the household, including keeping inventory of supplies and maintaining financial records as well as keeping inventory of the wine cellar: making sure that the number of bottles in the wine cellar concurs with the wine in/out records;

Mixes and serves drinks at cocktail parties;

Is responsible for serving Principal Representative family members and guests, and arranging the dining room service for all meals and occasion. Incumbent assists with kitchen duties, and shopping, as required. Provides direction/supervision to household staff member to ensure that the kitchen and the official rooms are clean. This includes fragile items such as china, mirrors, and paintings as well as cleaning dishes, cabinets, floors, refrigerators etc.;

Ensures that all clothing and linens are washed and ironed. Polishes all brass, copper and silver, including silverware;

Reports all damaged or inoperable appliances to the Ambassador or Deputy Chief of Mission or his/her Office Management Specialist (OMS). Follows up with the OMS to ensure that a work order has been submitted and tracks the status. Meets service people at the door and escorts them in the residence for necessary repairs and service.

Provides food and drink service at parties/functions. Meets and greets guest at the door as directed by the Ambassador or Deputy Chief of Mission and accomplishes all other duties as assigned.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education: Professional school desired (hotel school).

Experience: Minimum five continuous years as butler/housekeeper.

Language: Level II English Limited knowledge: At this level an employee needs only a limited knowledge of written and spoken English, and a vocabulary limited to the specific occupation. Employee would be expected to understand and carry out verbal instructions of a repetitive nature, and be able to prepare simple reports.

Abilities: Must be able to prepare and adhere to a budget, must be adaptable and flexible.

TO APPLY

Interested applicants for this position should submit the following documents otherwise the application will not be considered:

1. Resume (include employment history for the past 5 years).
2. Proof of previous work experience.
3. Letters of reference from previous employers
4. Copy of Syrian ID card or legal residency and work permit.

Those who are interested may leave the application packet with the guards at the American Embassy – Al-Mansour Street or send it to fax number: 3391-3311.