



The Embassy of Belgium is looking for a **full-time butler** to join the team at the Residence of the Belgian Ambassador in Washington DC. The Ambassador invites and entertains official delegations, VIP guests and many other visitors at his residence in Washington DC. The excellent service that is offered to those visitors is an essential element of the high level hospitality that is expected from the Ambassador of Belgium. As a result, the Butler at the Residence is actively participating in what is called “public diplomacy”.

<i>Position</i>	Butler (full-time – 40 hours per week)
<i>Location</i>	Residence of the Ambassador of Belgium, 2300 Foxhall Road NW, Washington, DC 20007
<i>Starting date</i>	October 1, 2024
<i>Deadline for application</i>	August 27, 2024

### Job Description (Tasks and Duties)

- Serve and/or coordinate service at all official events at the Residence;
- Prepare, set up, provide service and clear away at meals and events;
- Coordinate all planning with the Ambassador, Ambassador’s spouse and the Social Secretary;
- Supervise serving and cleaning staff brought in for events;
- Control access of visitors and suppliers, manages general security of the Residence;
- Answer telephone and doorbell, receive and announce guests;
- Greet houseguests, attend to their needs during their stay, and facilitate their departure;
- Ensure the checklist for guest rooms is carried out before a houseguest arrives and assist in helping to resolve any issues;
- Maintain all linens, silverware, glassware, and china;
- Maintain professional appearance and demeanor at all times (i.e. neat and clean uniform);
- Work with the housekeeper to uphold the highest level of household and hygiene standards;
- Network with other Embassy butlers and industry representatives;
- Perform miscellaneous duties as needed (i.e. assisting colleagues, running errands).

### Conditions of Employment (Compensation and Benefits)

- Gross monthly salary: **\$4,430–\$6,420**. The gross salary range is based only on the recognition of relevant and verified employment experience;
- Overtime is compensated in time off;
- Live-in accommodations: use of a **fully equipped apartment** on the grounds of the residence;
- A **one-year contract**, with the possibility of a permanent contract afterwards (attention: staff on a diplomatic visa can never remain longer than five years in this position);
- **24 days of paid annual leave**, in addition to 14 official holidays;
- Top-notch **health insurance (Medical, Dental and Vision)**, with 85% employer’s contribution;
- **Disability insurance**;
- A desirable international **work environment** with short communication channels and few hierarchical levels.

### Requirements (Required qualifications)

- Competent in both French and Silver service styles;
- Be passionate about performing the job to the best of his/her ability;
- A positive attitude and excellent customer service skills;
- Present oneself professionally and appropriately in demeanor and dress;
- Must be flexible with working hours and time off;
- Good organizational skills with regard to program changes and working patterns;
- Ability to work well under pressure, take initiative and be a problem solver;
- An approachable personality is essential;
- Good communication and interpersonal skills for dealing with people at all levels, ability to work in a team;
- Excellent team spirit, effortless adaptability in a small tight-knit team;
- Excellent knowledge of English (Knowledge of Dutch and/or French is a plus);
- Computer literate in Microsoft Outlook;

- Have a valid US driver's license;
- Willing to commit until the Ambassador's departure, expected summer 2028.

#### **Assets**

- A hospitality degree from an accredited hospitality school;
- Experience as a Butler;
- Knowledge and/or interest in new hospitality and culinary trends;
- Knowledge of wine and beer;
- Knowledge and experience of the Diplomatic community in DC.

#### **Working patterns**

- 40-hour work week;
- Flexible working hours depending on events, with availability to work evenings, weekend and on official holidays.

#### **Additional information**

- Staff recruited locally are subject to terms and conditions of service in accordance with US, state, and local employment law.

#### **Applications**

To apply for this position, please send your **resume, cover letter and a list of references** no later than Tuesday August 27 to [notification.washington@diplobel.fed.be](mailto:notification.washington@diplobel.fed.be), with "Application Butler 2024 - [your name]" in the subject line. For any questions related to this position, please contact us by email at the same address.

#### **Selection Process**

- CVs and cover letters received in due time will be carefully examined;
- The short-listed candidates will be invited to an assessment phase which will include an interview and practical test;
- References will only be checked for those who are shortlisted. The successful candidate will be subject to a background check.

**The Embassy of Belgium is committed to a policy of equal opportunities and to creating a diverse working environment, free from discrimination, where everyone is included and treated fairly, based on merit alone. We are an equal opportunity employer, making all employment decisions without regard to race, gender identity, sexual orientation, national origin, citizenship, disability, age, religion, political affiliation or any other criterion protected by law.**