Embassy of the Kingdom of Belgium
in **Washington**

JOB OPENING

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 public diplomacy.

Position	Butler (full-time – 40 hours per week)
Location	Residence of the Ambassador of Belgium, 2300 Foxhall Road NW, Washington, DC 20007
Starting date	December 1, 2026
Deadline for application	September 27, 2026

Embassy Values
Our Embassy places the following values at the core of its functioning:

- **Excellence:** we strive to deliver the highest quality products and advice with professionalism. We do everything within our power to achieve this and feel a strong obligation to give our best, while acknowledging that we are not perfect.
- **Responsibility**: we are accountable for our work and its follow-up. As our outcomes often result from collective efforts, we take ownership of our individual contributions, celebrate shared successes, and recognize and learn from our mistakes.
- **Cohesion:** we act with a strong team spirit, always placing the common interest at the center of our actions. Transparency, open communication, mutual support, solidarity, and loyalty guide the way we work.
- **Respect:** regardless of our role, both within and outside the Embassy, we communicate and behave with respect. This includes politeness, responsiveness to requests, and strict respect for confidentiality.

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;
- Anwer 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 starting at **$4,692 USD. The salary may be increased based on the recognition of relevant and verified employment experience.**
- 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**, currently with Aetna.
- 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;
- Alignment with the aforementioned Embassy values of excellence, responsibility, cohesion, and respect.

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.
- A team player who is at their best when working in a small but motivated team which strives for excellence

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 Sunday 27 September to notification.washington@diplobel.fed.be, with "Application Butler 2026 - [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.