



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

JOB OPENING

The Embassy of Belgium is looking for a **full-time Housekeeper** 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 to his residence. The housekeeping of all official rooms is an essential element of the high-level hospitality that is expected from the Ambassador of Belgium and should meet high standards.

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| <i>Position</i> | Housekeeper (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 15, 2024 |
| <i>Deadline for application</i> | September 1, 2024 |

Job Description (Tasks and Duties)

- Cleaning of the residence with special attention to all official rooms and official guest rooms;
- Ensuring that guest rooms are tidy and welcoming for guests;
- Ensure that guest bedrooms are well stocked with linens, bath towels and other necessities;
- Laundry and ironing all house linens and bedsheets;
- Changing bed linens
- Coordinate tasks and duties with the Ambassador, Ambassador's spouse, and the Social Secretary;
- Daily coordination with butler to plan housekeeping duties;
- Report any faults and maintenance issues to the butler and property manager;
- Keep track of the cleaning and maintenance supplies;
- Assist in setting up for functions and receptions;
- Assist with serving duties at events;
- Perform other duties as required and assist colleagues when needed.

Conditions of Employment (Compensation and Benefits)

- Gross monthly salary range: **\$3,774 – \$5,473**. This range is based only 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;
- **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)

- Must be eligible to work in the United States (US citizen / US Permanent Resident / work permit)
- A minimum of 4 years of experience as a housekeeper;
- Must be dependable with a strong work ethic;
- The ability to follow direction exactly and be willing to take on any task;
- Good knowledge of cleaning techniques, products and equipment;
- An eye for detail to ensure rooms are impeccably clean and organized; Must be flexible with working hours and time off;
- Structured and good at planning and prioritizing;
- An approachable personality is essential;
- Good communication and interpersonal skills for dealing with people at all levels;
- Positive attitude and able to work effectively and supportively with colleagues, both individually and in a team;
- Must be proficient in written and spoken English;
- Must be able to present themselves professionally and appropriately in demeanor and dress;
- Able to act with discretion at all times;
- Willing to commit until the Ambassador's departure, expected summer 2028.

Assets

- Previous experience working in the Diplomatic community or official households is a plus;
- Knowledge of French and/or Dutch;
- Have a valid driver's license.

Working patterns

- 40-hour work week;
- Flexible working hours depending on events, with availability to work evenings, weekends 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 September 1, 2024 to notification.washington@diplobel.fed.be, with "**Application Housekeeper 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.