

Housekeeper - Waiter/Waitress

"Housekeeper-Waiter/Waitress is responsible for the daily operations of an official residence (systematic and thorough cleaning, laundering and ironing, organizing and keeping in good order silverware, china, and linens, ensuring all household items are clean and repaired when needed, preparing for and serving at official lunches, dinners, and receptions, caring for indoor plants, and other duties as assigned)."

The position requires basic (working level) English; strong interpersonal and communication skills; ability to maintain positive and professional working relationships; ability to follow instructions in a timely manner and to perform assigned tasks reliably and professionally; relevant experience in private housekeeping and service at official events.

Non-Turkish citizen applicants must have a valid residence/work permit at the time of application.

Fax resume or C.V., letters of recommendation and residence permit to (312) 457-7322 or e-mail to: hrankara@state.gov.

Deadline for application: Close of business on October 26, 2016