

U.S. Ambassador's Residence VACANCY ANNOUNCEMENT # AMB 1 - 2022

OPEN TO: All Interested Candidates

POSITION: Housekeeper/Server

OPENING DATE: September 15, 2022

CLOSING DATE: October 2, 2022

WORK HOURS: 40 hours/week (plus occasional overtime)

PLACE OF WORK: Residence of the U.S. Ambassador

SALARY: BGN 1632/month (gross)

IMPORTANT NOTE: ALL APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION.

The Residence of the U.S. Ambassador in Sofia is seeking an individual for the position of a Housekeeper/Server. The selected candidate will be employed by the U.S. Ambassador and will not be an employee of the U.S. Embassy Sofia nor the U.S. Government.

The selected applicant should be able to pass a security background check and a medical check before receiving a formal offer.

Duties and Responsibilities

Responsible for the daily care and maintenance of the Ambassador's Residence to include the following duties:

- Takes care of assigned floor(s).
- Dusts each room thoroughly
- Vacuums furniture, rugs, and drapes.
- Cleans all bathrooms, including tubs, bathroom tiles and shower doors.
- Cleans stairs and stairwells.
- Washes all drapes, sheers, and windows.
- Washes and irons all tablecloths.
- Cleans chandeliers and lampshades.
- Polishes all metal and silver.
- Takes care of the Ambassador's family and residence guests' laundry (wash and iron) as well as towels, bed linens, blankets, and bedspreads.
- Serves for official events and special needs, and at the direction of the Residence Manager (in the dining room or at representational events).

- Supports various representational events by assisting with set up, serving, and cleanup.
- Performs other duties as required.
- It may be occasionally required to support other official events at the U.S. Embassy and the Deputy Chief of Mission residence in Sofia, as well as to fill in for other residential staff.

QUALIFICATIONS REQUIRED:

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criterion.

1. Education: Completion of elementary school is required.
2. Language requirements:
 - English – Speaking (Basic)
 - Bulgarian – Speaking/Reading (Good Working Knowledge)
3. Experience: Minimum six months of cleaning experience is required.
4. Skills and Abilities:
 - Energetic, self-directed, and experienced in maintaining a professional environment.
 - Must be physically fit and capable of lifting up to 25 kgs, when needed.
 - Capable to climb and work from a stepladder when necessary.
5. Knowledge of proper cleaning techniques and use of cleaning detergents is required.
6. Knowledge of proper protocol for serving formal meals at representational functions is needed.

NOTE: Unless you meet all specified requirements you will not be considered.

TO APPLY:

Interested applicants for this position must submit the following or the application will not be considered:

1. A current resume;
2. Any other documentation (e.g., certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT YOUR APPLICATION TO:

U.S. Embassy Sofia
 Human Resources Office
 E-mail: Sofia_Applications@state.gov
 16 Kozyak, 1408 Sofia
 Tel: (+359) 2-937-5136/5233

Due to the volume of responses, individual acknowledgements regarding receipt of applications cannot be made. Only those applicants who are invited for an interview will be notified regarding the status of their applications.

Only applications received before the closing date of this job notice will be considered and only short-listed candidates will be contacted.

CLOSING DATE FOR THIS POSITION by the end of the day October 2, 2022

Candidates will receive consideration without regard to race, color, religion, sex, national origin,

disability, age, or sexual orientation.