

TASK SHEET

Title: Housekeeper-Butler

Employer: French Embassy in Ireland

Department: Ambassador's Residence

Job description:

Under the direct supervision of the Ambassador:

- Manage and coordinate the staff of the Residence (head chef and waitress / laundry woman)
- Specifically look after arrangements, coordination and services to ensure the smooth running of the Ambassador's receptions (lunches, dinners, cocktails...)
- Ensure the logistics management of the Residence, in collaboration with the maintenance agent
- Ensure compliance with hygiene and safety standards
- Daily care and maintenance of the premises of the Residence and of the private apartment, in pair with the laundry woman
- Inventory and maintenance of decoration, furniture, tableware (silverware, crockery, glassware...)
- Ensure control and maintenance of reception equipment
- Stock control and maintenance/oversight of product storage areas (food, cleaning and maintenance products)
- Manage representation expenses, in collaboration with the Head of Mission's secretary
- Provision and service of daily meals for the Ambassador and his family, if and when required
- Implement partnerships with external actors for the use of the residency
- Manage the Residence's agenda, in collaboration with the Ambassador's secretariat

Necessary skills

Training and / or professional experience	<ul style="list-style-type: none">- Graduate from the hospitality business- Experience of service functions within formal structures and/or prestigious establishment appreciated- Good computer and management skills
Required language	<ul style="list-style-type: none">- Good standard of English- French required
Other	<ol style="list-style-type: none">1. Excellent presentation2. Absolute discretion and confidentiality3. Very good adaptation and responsiveness capacity, as well as anticipation skills4. Excellent organisation skills, rigour5. Team spirit; substantial interpersonal skills6. Knowledge of professional obligations relating to health and safety and their strict enforcement7. Driving licence

<p>Salary / Benefits</p>	<ul style="list-style-type: none"> - Gross monthly salary: €2 688 - Possibility of pension funds with employer participation - Possibility of complementary health cover with employer participation - 30 days paid leave - Accommodation on site maybe possible later in the year within the framework of an agreement granting temporary occupation
<p>Schedules and particular constraints (obligations, availability etc.)</p>	<ul style="list-style-type: none"> - Weekly hourly volume: 36h - High availability and flexibility: regular early morning and evening work, sometimes weekends - Frequent furniture and hardware handling: applicant must be able to lift and carry heavy objects
<p style="text-align: center;">Start date: January 1st 2021</p> <p>Should you wish to apply, please send your CV and a cover letter to the following e-mail address: sga.dublin-amba@diplomatie.gouv.fr</p>	