



Housekeeper, Embassy of Switzerland

The Embassy of Switzerland in Washington, DC is seeking a qualified candidate for the position of Housekeeper at the Residence of the Ambassador of Switzerland to start at the beginning of January 2025.

The objective of the position is to provide basic housekeeping duties throughout the Residence. Working in a small team, the ideal candidate will be able to coordinate with others to work in a team to achieve goals as determined by the Ambassador and his staff.

Duties and Responsibilities:

- General housekeeping duties throughout the Residence building
- General cleaning of serviced apartment and guest room
- General cleaning of public bathrooms and assists with kitchen clean-up as needed
- Washing and ironing of linens for serviced apartment, guest rooms and official events
- Completes special projects as needed and determined by the Residence Manager
- Vacuuming and mopping as needed
- Assists with setups for Residence events and clean-up afterward

Requirements: (Please do not apply if you do not meet ALL of the following criteria)

- 3-5 years of experience in general housekeeping
- High school or higher
- Good communication skills in English
- Interpersonal skills to solve problems and work effectively in a small team
- Capable of lifting 40 lbs
- US Citizen or Legal Permanent Resident (LPR) only, visa support will not be provided
- Local metropolitan Washington DC area applicants only

We Offer:

- An inviting working atmosphere, interesting work at a foreign representation
- Competitive salary and benefits package (U.S. local employment contract)
- Employer-matched 401(k) plan for eligible employees
- 20 annual vacation days, some U.S. holidays and some Swiss holidays
- Location in NW Washington, D.C.

To Apply:

Please send a letter of interest and / or resume in electronic format (PDF file) to: washington.jobs@eda.admin.ch by **December 31, 2024**. Please write into the subject line, "Housekeeper" to ensure timely processing of your application.

No phone calls please; only those who are chosen for an interview will be contacted.