**VACANT POSITION AT THE EMBASSY: HOUSEHOLD ASSISTANT**

**(DOMESTIC HELPER/WAITRESS/HOUSEKEEPING ROLE)**

A service-oriented individual is being sought to work in the Embassy for the following position: Household assistant (domestic helper / waitress / housekeeping)

**Responsibilities:**

Perform duties at the Embassy to a high standard, to include;

1. Responsible for the general care and appearance of the representational space.
2. Cleaning (mopping, window cleaning, dusting polishing, changing bed linens, houseplants etc.), laundry and ironing duties.
3. Serve daily meals; breakfast, lunch and dinner.
4. Prepare for events and maintain event equipment; to include buffets, lunches, dinners and receptions. Prepare, set and clear rooms-food, beverage stations and dining tables.  
   Serve food and beverage to guests. Clean, polish and store china, glass and silver.
5. Other duties as assigned.

**Qualification Requirement:**

1. Possess good English speaking skills
2. Has recent and relevant work experience in a guesthouse/hotel/restaurant or private residence
3. Ability in food and beverage service
4. Ability in event preparation
5. Ability in equipment and room cleaning
6. Team player
7. Respectful
8. Ability to learn and improve herself
9. Must be flexible
10. Discretion, reliability, integrity and honesty
11. Assist Cook, when required, and assist with kitchen duties.

Subject to probation period. The successful candidate has to undergo a security and medical clearance before commencing work.

**Conditions:**

* Hours of work: 5 days a week, 8 hours a day.
* 20 days paid annual leave per year.

Only those applicants with relevant qualifications will be considered.

Interested candidates are required to send applications in English, to include a recent resume with contact details of referees to:

E-mail: [embassy.kualalumpur@mfa.gov.tr](mailto:embassy.kualalumpur@mfa.gov.tr)

Fax: 03 425 72 227