

SEEKING A HOUSEKEEPER FOR A U.S. OFFICIAL RESIDENCE

Housekeeper to work at the Official Residence of the U.S. Ambassador in Lisbon. The successful candidate will be a personal employee of the American Diplomat, responsible for performing various types of tasks denoted below.

Major duties and responsibilities include:

- Maintaining a clean, tidy, and organized environment by performing general cleaning tasks of a large residence daily, such as dusting, vacuuming, mopping, and cleaning bathrooms and kitchens.
- Making beds, cleaning and dusting all rooms, hallways, and bathrooms.
- Vacuuming all areas of the house.
- Doing all laundry and ironing, including washing and drying personal and household linens (towels, sheets, etc.)
- Cleaning and preparing guest rooms when guests are expected.
- Provide backup duties to support other household staff in their absence.
- On occasion, assist with official events by taking coats at the front door, washing dishes after during and after official functions, and assisting in serving guests as a back-up server.
- Performs other duties as assigned.

Qualifications and Skills Required:

- Education: Completion of primary school.
- Experience: One (1) year experience in a similar environment or in a customer service-oriented position, preferably in a hotel or restaurant; experience as a housekeeper in a similar position may replace former hotel/restaurant experience
- Language: Working knowledge of English and Portuguese.
- Abilities & Skills: Must be knowledgeable in cleaning as well as in the use of cleaning supplies and equipment. Must be able to work cooperatively in a team environment (total of 5 staff including this position). Must be discreet.

Regular Schedule:

Full time, 40 hours per week. Weekend days are considered off, unless required by the Ambassador's/U.S. Embassy needs. It is essential to be able to work on a flexible schedule that evolves due to changing circumstances, events, and operational needs.

Salary: €956/month (x 14 months)

Note: Employment is with the Ambassador of a Diplomatic Mission, not directly with the U.S. Embassy in Portugal.

Interested applicants should apply by sending a CV in English and a Portuguese residence/work permit, ensuring all details regarding relevant work experience are included in the submission. Send your email to: trabalhohrusva@gmail.com by Friday, **May 2, 2025**.