An official diplomatic residence is seeking eligible and qualified candidates for the position of

**Chef / Butler**

**Open to:** All Interested Candidates / All Sources  
**Position:** Chef/Butler  
**Opening Date:** Wednesday, May 18, 2022  
**Closing Date:** Friday, July 08, 2022  
**Work Hours:** Full-time - 40 hours per week  
*Work on the weekends or holidays may be required.*  
**Salary:** EUR 2,826.00 per month* based on a 40-hour work week.  
*NOTE: In addition holiday allowance (per annum) food allowance (when present at work), commuting allowance, end of year bonus and 25 days of annual leave will be added to the salary listed above.*

**Basic Function of Position**

The incumbent is responsible for working under the general direction of the employer by creating menus as appropriate to the occasion and preparing food for all events including breakfasts, tea/coffees, cocktails, lunches, and dinners for guests from business, government, and art/cultural sectors. Setting tables, place settings and flowers for representational events. Will be responsible for all food and beverage shopping or coordination thereof and budgeting of representational meals within the required reimbursement limitations. Responsible for shopping, preparation, and budgeting of other meals within the agreed limits set with the employer. Maintaining a detailed and accurate accounting record of all purchases. This includes ensuring that food items purchased for official events, official residence expenses and private shopping expenditures are identified clearly as such and passed on to the Residence Assistant/Butler who will record them as required. Responsible for the cleanliness, organization, and good sanitary condition of the formal areas as well as kitchen and living room.

In addition, ensuring that the kitchen equipment is well maintained and serviced. Recruits, coordinates, and manages additional kitchen staff for representational events. Responsible for the inventory of the silver and China. Performs Butler duties as and when required by the employer and other acceptable duties as assigned. The incumbent may have to work flexible hours based on event times but not to exceed the 40-hour work week.

**Qualifications Required**

1. **Education:** Professional training required (hotel school, vocational restaurant training majoring in restaurant operations).
2. **Experience:** Two years in a similar position or progressively responsible restaurant work in a recognized culinary organization.
3. **Language Requirements:** Level III (good working knowledge) Speaking/Reading/Writing in English and Dutch are required.
4. **Skills and Abilities:** Must be familiar with different styles of cooking. Must be able to work within a budget. Must be flexible and be able to “upgrade” a private meal to an official at a moment’s notice.
5. **Location:** Amsterdam
Any of the above qualifications may be tested through an assessment as part of the recruitment process.

**Additional Selection Criteria**

1. The employer may consider any of the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

2. The candidate must be able to obtain and hold a **Local Security Certification**.

**How to Apply**

Interested applicants for this position must submit their application by e-mail (preferably written in English) and any additional documentation that supports or addresses the requirements of the position (e.g., transcripts, degrees, permits) to the following e-mail address: HROTheHague@state.gov. Incomplete packages (i.e., only resumes and application letters) will be considered unqualified.

Download application form from: [https://nl.usembassy.gov/embassy-consulate/jobs/](https://nl.usembassy.gov/embassy-consulate/jobs/)

**Note:** The selected candidate will not be an employee of the U.S. Government.

**Point Of Contact**

Contact Cleopatra Gultie, telephone number 070–310-2435 for additional information about the position.

All applications **must be received by the closing date to receive consideration. Only short listed applicants will be contacted for interviews. If you do not hear from us within 4 weeks from the closing date, your application was not successful.**