

JOB ANNOUNCEMENT NUMBER: 2010-14

OPEN TO: All Interested Candidates

POSITION: Catering Staff / Personnel de Cuisine et de Service
Temporary Vacancy of 6 months (can be renewed)

OPENING DATE: September 27, 2010

CLOSING DATE: October 11, 2010

WORK HOURS: Full Time, 40 hours per week

SALARY: *EFM/MOH/NOR: US\$ 20,017 p.a. (starting salary)
Position Grade: FP-CC

*Local - Ordinarily Resident: CHF. 62,409 p.a. (Starting salary)
Position Grade: FSN-2

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The incumbent provides representational, maid, catering and cleaning support for U.S. representational events that are provided by the Conference Services Section of the Mission.

MAJOR DUTIES AND RESPONSIBILITIES:

- Prepare and serve refreshments, light snacks and formal meals for various conferences and working group meetings, as well as VIP breakfasts, lunches, dinners, and receptions.
- Prepare the room and table decorations for representational events or arrange with other sections for room set-up for meetings and receptions,
- Purchase the foods, beverages, and decorations needed for events to be held in the Conference Center and elsewhere in the Mission or outside venue. Ensure cleanliness of conference rooms and maintain sanitary conditions at all times in the Conference Service Center.
- Do laundry, washing and ironing of Conference Service Center linens.
- Function as a waitress for official receptions, luncheons and dinners.
- Participate in periodic inventory of kitchen items.

- Record and issue dinnerware and silverware needed for official functions at the various officially maintained residences in Geneva and surrounds.

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criteria.

1. Education: Completion of secondary school is required.
2. Experience: Two years of Maid/Waitress experience or related field, is required.
3. Language: Level III (good working knowledge) French and English is required.
4. Job Knowledge : General knowledge of kitchen operations, preparing and serving food in a palatable manner, table settings, food storage principles, use of kitchen equipment and general knowledge of delegations served is required.
5. Abilities. The ability to work well under pressure, be flexible in work schedule, expeditious, cheerful, team worker and maintain a pleasant demeanor is required.

SELECTION PROCESS

When equally qualified, Eligible Family Members and **U.S. Veterans** will be given preference. Therefore, it is essential that all candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Applicants must be eligible for employment under host government laws and regulations and **successful completion of security investigation and valid medical certification.**

TO APPLY

Interested candidates for this position should submit the following:

- A. Application for Federal Employment (SF-171 or OF-612); or
- B. Application Form for Employment as a Locally Employed Staff Member. CVs or resumés are not acceptable.

C. Documentation (e.g., essays, certificates, awards, copies of degrees earned) that address the minimum requirements of the position as listed above.

SUBMIT APPLICATION TO:

Human Resources Office
U.S. Mission, 11, route de Pregny, 1292 Chambesy, Geneva

Or via email to: GenevaHR@state.gov

POINT OF CONTACT:

Name: L. Furstenberger
email address: GenevaHR@state.gov

***DEFINITIONS**

1. EFM: US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children who fall outside the Department's current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country. ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.
4. Not-Ordinarily Resident (NOR): A non-host country citizen (U.S. citizen or foreign national) who, although legally resident in a host country, is not permanently resident. US citizen EFMs and Members of Household of FS, GS, and Military Personnel officially assigned to post are generally the only individuals who are NOR and are eligible to work under host country law.

CLOSING DATE FOR THIS POSITION: October 11, 2010
An Equal Opportunity Employer

Clearances:
HRO:EFlanagan
CS:AJohnson
MGT:LRichter
FMO:SRamirez