

**The American Consulate General**  
is seeking a  
**Household Manager/Chef**

This is a full-time position, 40 hours per week. Duties will include, but are not necessarily limited to, the following: (1) helping the Consul General run the household including supervising employees, ensuring that the home and property are properly maintained, interfacing with landlord and any workmen sent by landlord, supervising and directing any and all work needed on property; (2) purchasing food, planning menus, preparing and cooking food, setting and clearing the dining table, washing dishes, storing food, and other routine household duties as needed (depending upon event – either alone or overseeing a small team of servers); (3) preparation for numerous social engagements large and small, at the residence; (4) ensuring that the kitchen and pantry are well organized and properly stocked; (5) keeping proper receipts and paperwork for reimbursement; (6) interfacing with Consulate staff to ensure adherence to State Dept rules and regulations; (7) helping ensure that guests – whether party guests or overnight guests – are well cared for in every respect; (8) other specific duties as requested by the Consul General. Advanced cooking skills are essential. The applicant must be able to communicate fluently in English. Ability to drive is necessary and as such a valid Bermuda Driving Licence is required. Directly applicable experience and impeccable references are required. Live in accommodation optional. This position is exempt from a Bermuda Immigration Work Permit, however, overseas applicants will not be considered.

Interested persons should mail a resume to P.O. Box HM 325, Hamilton HM BX, fax resume to 296-9233 or e-mail to [HamiltonHR@state.gov](mailto:HamiltonHR@state.gov).

**Closing date: November 18<sup>th</sup>, 2009.**