



## High Commission of the Republic of Kenya - Canberra

### **Vacancy for the post of Housekeeper**

Applications are invited from qualified persons for the position of Housekeeper at the Residence of the High Commissioner of the Republic of Kenya.

#### **Requirements/ Qualifications**

1. Fluent in English.
2. Good communication skills, pleasant and positive attitude.
3. Work experience, preferably in general housekeeping
4. College/ High School Diploma/ Certificate.
5. Police Check Certificate.
6. Flexibility and ability to adapt.
7. Knowledge of and experience in cleaning services.

#### **Duties and Responsibilities**

1. Maintain high standard of cleanliness in the Residence including sweeping, tidying, vacuuming, dusting, polishing and sanitizing bedrooms, sitting rooms, toilets, showers/ bathtubs, hallways, furniture, fixtures, carpet, rugs, floor, windows, mirrors, glass services, counters, and sinks.
2. Maintain a clean Kitchen, emptying trash and disposing waste.
3. Making beds, changing linens, ironing clothing items, and sorting, washing, loading, and unloading laundry.
4. Monitoring the need for necessary repairs or replacement and performing those that are minor/ routine and reporting for the major work to be done.
5. Assisting with hosting functions at the residence, including receiving guests, banquet waiting, wine service, table setting and clearing.
6. Any other duties as may be assigned.

Interested and qualified persons are requested to submit their applications through the following email address: [khc-canberra@kenya.asn.au](mailto:khc-canberra@kenya.asn.au) and copy to: [minister@kenya.asn.au](mailto:minister@kenya.asn.au)

Applications should reach the High Commission on or before Friday 18<sup>th</sup> February 2022 latest 4:00pm.

#### **Please Note:**

- Applicant must be resident in Australia
- Only shortlisted and successful candidates will be contacted.

