



AMBASSADE DE FRANCE AUX ÉTATS-UNIS D'AMÉRIQUE

## === APPEL À CANDIDATURES ===

The Embassy of France in Washington, DC, seeks to hire a full-time employee with a renewable one-year contract for the position of

### **CHEF & ESTATE MANAGER**

**at the Residence of the Minister Counselor in Washington, DC,  
starting on October 15**

Job Title:
Chef/estate manager at the Residence of the Minister Counselor of the Embassy of France in Washington, DC.

Main duties:
<ul style="list-style-type: none"> <li>- <b>Organization and management of the kitchen:</b> <ul style="list-style-type: none"> <li>○ Designing and overseeing the preparation of cocktails, luncheons, dinners and official receptions</li> <li>○ Preparing meals for the Minister Counselor and her family</li> <li>○ Creating menus; following recommendations on such aspects as market cost, seasonality, special diets, cooking trends, etc.; and selecting wines in agreement with the Minister Counselor</li> <li>○ Supervising cleanliness standards</li> <li>○ Planning the budget, controlling costs and monitoring appropriations, in conjunction with the Embassy's secretary general</li> <li>○ Streamlining operations.</li> </ul> </li> <li>- <b>Various estate management duties, including managing resources and logistics at the Minister Counselor's Residence</b> (interiors, gardens, swimming pool):           <ul style="list-style-type: none"> <li>○ Managing orders and supervising outside service providers (work, maintenance, suppliers)</li> <li>○ Purchasing products, verifying orders, managing costs, identifying suppliers whose products meet the standards of French cuisine</li> <li>○ Regular upkeep of the garden and swimming pool</li> <li>○ Keeping inventories of furnishings and art work.</li> </ul> </li> </ul>

Qualifications:	
<b>Training and/or experience:</b>	<ul style="list-style-type: none"> <li>■ Qualifications and experience in hospitality /catering and/or management</li> <li>■ Cooking diploma</li> <li>■ Knowledge of fine French cuisine and terroir</li> <li>■ Sound knowledge of pastry</li> <li>■ Experience in logistics and inventory management.</li> </ul>
<b>Language:</b>	<ul style="list-style-type: none"> <li>■ A good command of French is a plus</li> </ul>
<b>Computer skills:</b>	<ul style="list-style-type: none"> <li>■ Excel, Word, and Outlook</li> </ul>
<b>Misc.:</b>	<ul style="list-style-type: none"> <li>■ Adaptability, creativity</li> <li>■ Availability, discretion</li> <li>■ Integrity, technique, discipline</li> </ul>

<b>Special working conditions (special obligations, flexible hours, etc.):</b>	
<ul style="list-style-type: none"> <li>■ Flexible working hours may be required in the event of official evening, weekend or holiday functions</li> <li>■ Trial period: 3 months.</li> <li>■ Working time: 40 hours/week (full time)</li> <li>■ This position does not confer any kind of diplomatic or consular status or privilege upon the employee.</li> </ul>	
<b>Salary:</b>	Level 5: \$ 4,795 / month (gross)
<b>Location:</b>	Kalorama Heights
<b>Starting date:</b>	October 15, 2020

**Conditions for applying:**

- You must be a legal U.S. resident to work at the Embassy of France, which means you must have an A Visa, Green Card or U.S. citizenship, or have a work permit pending receipt of a Green Card that has already been granted. Candidates who do not meet this requirement will not be considered.
- French citizenship is not required.
- English-language fluency is essential.

If you are interested in this position and believe you are a suitable candidate, please send your résumé, cover letter (in French and English) and proof of residence and authorization to work (or an American passport) to [sg.washington-amba@diplomatie.gouv.fr](mailto:sg.washington-amba@diplomatie.gouv.fr) no later than September 30 (final deadline). Selected applicants will be contacted for an interview in the following days.

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