



Housekeeper/Server

The Embassy of Switzerland in Canberra is offering a full-time position of Housekeeper/Server. The successful candidate will be responsible for the overall cleanliness of the Ambassador's Residence and Chancery. This includes any indoor and outdoor household cleaning as well as serving duties for functions when required. Functions have very high standard of protocol and range from small lunches and dinners to large receptions and events. The regular working hours are Monday to Friday with occasional work on evenings and weekends.

Please note: Applicants should be comfortable working in a household with pets, as a large dog is part of the household

Tasks:

- Cleaning of the Residence and Chancery
- Ensuring the Residence is maintained to a high representational standard, reporting faults where appropriate
- Other housekeeping tasks as required
- Liaising with the Ambassador, Management, Residence Chef, and external waiters to arrange functions and receptions, including preparing tables and drinks
- Serving duties during receptions and other events, serving meals and drinks to guests, and post-event tidying
- Ensuring compliance with health and safety guidelines and promoting sustainable working practices

Requirements:

- Experience in housekeeping and as waitress/waiter
- Strong interpersonal and good communication skills in English
- Responsive to customer needs; respectful and courteous under pressure
- High standard of personal presentation
- Ability to work effectively and supportively with colleagues, both individually and in a team
- Ability to act with discretion at all times
- Strong prioritisation skills and proven ability to work under pressure with limited supervision
- Strong attention to detail
- Valid working rights in Australia
- Availability: 10 November 2025 or by agreement

Please address your application including motivation letter, CV, work certificates (if available) and referees to Ms Daina Larsens, Embassy of Switzerland by 26 October 2025.

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