Position Vacancy

Residence Staff, Fukuoka

OPEN TO: All Interested Parties

POSITION: Residence Staff (ORE-4)

OPENING DATE: February 7, 2017

CLOSING DATE: February 28, 2017

WORK HOURS: Full Time 40 hours/week

BASIC FUNCTION OF POSITION:
The Incumbent works under the direct supervision of the principal representative of the official residence or his/her designee. He/she primarily is responsible for cleaning and upkeep of the official residence.

1. Housekeeping
Performs daily cleaning such as collecting and sorting laundry, laundering, folding, ironing, arranging clothing, linens, towels, napkins, etc., and mending or repairing as necessary minor tears, missing buttons and hardware, etc.; dusting, wiping and polishing furniture, vacuuming flat surfaces, cleaning lamps and bric-a-brac, dusting artworks, etc. in the residence. Cleans floors, stairwells, and entryways—sweeping, mopping, and vacuuming as appropriate—and windows. Cleans all bathrooms and restrooms. Waters plants and assists with light gardening—raking leaves—as appropriate. Collects and sorts garbage, household rubbishes, waste, etc. as combustible/noncombustible in compliance with local government instructions.

Performs heavy cleaning periodically which involves moving, storing, assembling and disassembling furniture items and equipment, rolling and moving carpets, mounting and dismounting drapes, cleaning vacuum cleaner, cleaning silverware and tableware, chandeliers, windows and other high mounted items, dusting artworks, changing bulbs, cleaning and waxing floors, assists with pet care as appropriate, sets up floral arrangements, etc.

As necessary, prepares light meals or baked goods, prepares hot coffee or tea for the guests to the Chancery.

Runs errands, including managing dry cleaning, purchasing cleaning and kitchen items, paper goods, laundry soap and related household materials.

Performs bookkeeping for expenditure and inventory control for household stock items, and fills out vouchers for reimbursement (in English).

2. Official functions
Responsible for setting the table, preparing for drink service, and serving guests at official events such as breakfast meetings, luncheons, dinners, buffets and receptions. Provides cloak service at official functions; carefully receives, identifies and returns garments of guests. Whenever necessary, wash dishes, silverware, crystal, and so forth, or assist with floral arrangements.
Performs other duties as assigned.

REQUIRED QUALIFICATIONS:

- Must be physically fit to perform assigned duties.
- Physically capable of lifting goods that weigh 50lbs or 22.5kg at minimum, including up one flight of stairs.
- Must be attentive to the needs of occupants, guests, and staffs.
- Must be able to work independently and to follow a routine in managing the household tasks.
- Must be discrete.
- Must clean and maintain uniforms and be particularly sensitive to personal cleanliness and hygiene at all times including trimmed hair, neatly tied or worn under a net.
- Must have proper and polite use of language skill
- Minimum Japanese language skill to go shopping at the local grocery stores nearby or receive packages or answer the phone.
- Must have at least three years of experience in housekeeping and be trained in the hospitality industry or professional food service industry, including knowledge of table settings, serving guests, and preparing and serving a range of beverages.
- English STEP Test (EIKEN) the 2nd grade/TOEIC 650/TOEFL 520 or higher
- High school diploma or higher education

HOW TO APPLY:

1. Send your applications to the following address:

   Management Section Mr. Matsubara
   2-5-26, Ohori, Chuo-ku, Fukuoka-shi, Fukuoka-ken

2. Applications must be post marked by/on the closing date.
3. Academic credential (e.g., copy of transcript, diploma, or equivalent)
4. Language test score that is less than five years old (e.g., copy of TOEIC, TOEFL, STEP, CASEC, JLPT, J-CAT, etc.)