



**ROYAL DANISH
EMBASSY**
Warsaw

VACANCY ANNOUNCEMENT – RESIDENCE HOUSE KEEPER

The Royal Danish Embassy in Warsaw is hiring

Position: Housekeeper

Type of employment: Full time (37 hours)

Starting date: Summer/Fall 2025

Location: Residence of the Danish Ambassador in Warsaw (Ochota)

Deadline for application: Monday 9 June 2025

The Embassy is recruiting a service-minded and dedicated housekeeper. As a housekeeper you will be part of our Embassy team, mainly assisting the Ambassador and cooperating closely with the Ambassador's Chef.

You will have the overall responsibility for maintaining a clean and presentable residence. In general, you will have a flexible workday with a high degree of independence in arranging your tasks. At the Embassy, we work together and therefore you will cooperate closely with other embassy colleagues, especially in arranging events at the residence.

Main tasks and responsibilities:

- Daily housekeeping duties, i.e., cleaning, washing, ironing etc.,
- Quarterly major cleaning, such as cleaning of the windows etc.,
- Assistance with preparation for official receptions, i.e., setting the table for guests before the receptions and tidying up after the reception, making sure flower arrangements are in place, contacting waiters, cooperating closely with the Ambassador's chef,
- Taking care of inventory, cooperating with gardeners,
- Assistance with maintenance and repair works in cooperation with the embassy's administrative team,
- Assistance related to events at the residence,
- Other minor tasks that may arise.

Required personal qualities:

- Attention to details,
- Ability to work in a highly independent and structured way,
- Good cooperation skills,



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- Flexibility with regards to the working time and management of the duties,
- Friendly and open-minded attitude.

Required qualifications:

- Previous experience in similar field would be an advantage,
- Basic English language skills is a necessity.

Salary and contract:

- Employment contract will be based on the Polish Labour Law and Embassy Staff Rules and Salary Policy, which are also in line with the Danish Labour Code.
- Salary according to qualifications and in accordance with the Embassy salary policy (37-hour work week).
- We offer 24/7 coverage by the Danish MFA's Collective Private Accident Insurance.
- The Embassy embraces equal opportunities for all and therefore welcomes applications from all qualified persons.

Further information and application:

You can read more about the Royal Danish Embassy in Warsaw on our website or Facebook, Instagram and LinkedIn profile.

For additional information on the vacancy, you are welcome to contact Head of Administration Agnieszka Chojnacka (phone no +48 502 155 803 or e-mail agncho@um.dk).

Please submit your application, CV and possibly letters of reference in English no later than Monday 19 May 2025 to the Embassy email: wawambjob@um.dk with subject title "Housekeeper". Selected candidates will be invited for an interview after the deadline.

The selected candidate must present a "No Criminal Record" certificate.