



Permanent Mission
of the Federal Republic of Germany
to the United Nations
New York

Job Opening – Housekeeper

The Permanent Mission of the Federal Republic of Germany to the United Nations in New York is offering a position as **Housekeeper** based in the Residences of the Mission (part-time job, 20 hrs/week – in the morning) starting **June 1st, 2026**.

Description:

As part of the administrative team of the Permanent Mission of the Federal Republic of Germany to the United Nations, you will fulfil regular cleaning duties in the Residence of the Head of the Mission.

Principal Duties and Responsibilities:

In cooperation with the Caretaker of the Residence your duties include, but are not limited to:

- Cleaning/organizing/maintaining the official part of the residence
- Keeping the kitchen clean and organized
- Sorting and disposing of garbage
- Maintaining the street area in front of the residence including occasional snow removal
- Cleaning the entrance foyer and front doors
- Performing small everyday maintenance works (e.g. changing a lightbulb)
- Accompanying/supervising workers at the residence (on occasion)
- Taking care of the plants including the (rooftop) garden
- Assisting with the preparation of events (on occasion, e.g. setting tables)
- Ironing linens (e.g. tablecloths) for official events

Qualifications / Ideal Candidate's Profile:

- Experience in residence housekeeping or similar estates
- Good knowledge of the English language
- Ability to work independently, but also communicate and work in a team, positive team spirit, within a team with a housekeeper/maior domus
- Customer service oriented
- Being responsible, efficient, discreet and organized
- Willingness to work flexible hours and paid overtime (on occasion)
- US citizenship or valid work permit (green card)
- Neat and professional appearance

Salary / Benefits:

- Wage: \$ 2,260.- to \$ 2.350.-/month (payment by direct deposit no later than end of the month)
- Health Insurance. After a waiting period of 30 days employee can join group medical, dental and vision plan with Aetna. A monthly allowance of 75% of the premium is paid by the employer.
- Leave: 17 work days per full year

Required Application Documents:

- CV
- Copy of passport/green card
- Copies of diploma/certificates
- Employment references and recommendations (essential)

Please send your detailed application along with the above-mentioned documents by **May 1st, 2026** exclusively via email to:

Permanent Mission of Germany to the United Nations

Joint Management Office

attn.: Mrs. Helga Weber

Email: yw-10-vn@newy.diplo.de