

# Vacancy Announcement

- POSITION:** AECSA Oasis Club Server/Cashier/Bartender
- OPENING DATE:** Tuesday, 27 April, 2021
- CLOSING DATE:** Tuesday, 18 May, 2021
- PLACE OF WORK:** American Embassy Community Services Association (AECSA) at the U.S. Embassy
- WORK HOURS:** Full-time, 48 hours per week. Must be available for occasional overtime to accommodate the work demand whether it is after hours, on weekends or on holidays. One-year contract, renewable.
- SALARY:** JD 350 per month + service charge and tips. Benefits: health insurance, savings plan, SS enrollment (or severance pay for non-Jordanians), discount on food, paid holidays.
- WHO MAY APPLY:** Resumes will be accepted from all candidates with the requisite skills and experience. Applicants must be at least 18 years of age. Family members of AECSA BOD members are ineligible. **Note: All ordinarily resident applicants must be residing in country and have required work and/or residency permits to be eligible for consideration.**

## **BASIC FUNCTION OF POSITION**

The incumbent of this position will be performing food & beverage service. Major duties & responsibilities are:

- Take orders and serve customers
- Prepare and serve drinks
- Prepare dining room and stations for service
- Clear and clean tables and stations

## **QUALIFICATIONS & COMPETENCIES REQUIRED**

**NOTE:** All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- Excellent customer relations skills
- Must have the ability to work independently and with others
- Must be able to convert currencies
- Excellent command in written and spoken English (4-4 level) is required
- Excellent interpersonal skills
- Excellent communication skills, with the ability to effectively interact with people at all levels
- Excellent understanding of customer service & needs of the American Foreign Service Clientele

## **TO APPLY**

Interested applicants should submit a cover letter and a resume to: [AmmanAECSA@state.gov](mailto:AmmanAECSA@state.gov)