

Butler- Newport, RI | Seasonal (6-8 weeks)- Live Out*

***Potential live-in seasonal accommodations for the right candidate**

About the role:

This position will join a team of butlers in a seasonal support capacity. The property consists of two formal oceanfront homes and multiple outbuildings. The butler team provides black-tie evening service and exceptional daily operational service as well.

Essential Duties and Responsibilities

- Report directly to the head butler and/or principals
- Provide high-end hospitality and formal service for principals and guests
- Support the family with meal service during formal dinners and events
- Drink and refreshment service
- Procure and manage wines; conduct wine service
- Wardrobe management for principals; organization of closets, wardrobes, living spaces, etc.
- Work closely with the housekeeping team to ensure all areas are kept at above standards
- Polish silver and care for fine furnishings and antiques
- Follow all family protocols and procedures
- Run errands and complete personal tasks for principals
- Follow all household policies and procedures while following the principal's expectations

Competency and character sketch:

- Relevant experience working in formal households or high-end hotels
- Outstanding references from both current and previous employers
- Sommelier experience is a huge plus!
- A superb command of the English language, both written and verbal
- Excellent computer skills; including Word, Outlook, Excel, Internet, and e-mail
- Professional, polished, and poised at all times
- Utmost sense of confidentiality and discretion
- Ability to work independently and on a large team of staff
- Flexible schedule with availability to work overtime, nights, and weekends as needed
- Must have valid US work authorization
- Valid driver's license
- **Clean BCI, and pass a drug test**

Compensation:

- **DOE**

How to Apply: If you meet the qualifications above and are interested in this position, please submit your resume and a brief cover letter outlining your relevant experience to bellevuedomestics.com. No calls please.