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# *International Domestic Placement Group*

[www.DomesticPlacementGroup.com](http://www.DomesticPlacementGroup.com)

## THINGS A BUTLER SHOULD ALWAYS CARRY

Note Pad -leather bound gold comers, loose leaf.

4-5 pens (in working order!).

Cigar cutter.

Wine and bottle opener.

## GENERAL DO'S AND DON'TS

Do always have the right attitude, be ready and willing to serve your employer at all times.

- Try to anticipate his or her needs, make good use of the following phrases 'Certainly Sir', 'no problem Sir' and 'it's a pleasure Sir. Always accompany them with a smile.
- Be diplomatic, if your employer asks your opinion be honest but do not give your opinion unless asked. Keep generally well informed on world news, current events etc.
- Do always have answers ready, never bluff or lie. If your employer asks the cost of a Dinner Party know it.
- Be discreet at all times, never divulge anything about your employer's home or business life to anyone.
- With the possible exception of a secretary you will be the only member of staff permitted to touch your employers desk. Clear away papers, files, documents etc., lock them in a drawer or filing cabinet but make sure your employer knows where everything is.
- Be well organized, maintain a diary, have everything you need at hand. Always work with check lists, don't rely on memory. Pay great attention to detail.
- Update your Order, Account Payable and Pantry books daily. Keep a record of your 'Petty Cash' expenditures, save all receipts, your accounts must balance to the penny.
- When buying food etc. for the house always purchase more than you need to cover all eventualities. Remember everything is on the menu 24 hours a day.
- Do make yourself known around town to people who matter, don't just be a voice on the phone.
- Never take a bribe from a supplier, any discounts belong to your employer.