

Assistant Household Manager Position with Family in Guelph, Job 286



An informal family of three is seeking an Assistant House Manager for their multi-building property in the Guelph area. This is an interesting opportunity for a curious individual who enjoys taking care of a unique country residence, being part of a joyful and spirited household team, learning about holistic gardening, apiaries, sub-tropical gardening in temperate climate zones, etc.

The job suits someone who is kind, thoughtful, well-mannered, collegial in how they work, and always prepared to help out where they can. Comfortable being around a small baby. Someone with a generalist's skill set or a generalist's interests is likely to fit in well with the team.

The position is full-time, live-out and permanent.

Salary Range: \$90k to \$100k gross annual (based on experience)

Medical Benefits: Yes

Vacation: Two weeks paid

Schedule: Monday to Friday, 9am to 5pm (or 10am to 6pm), with flexibility required

Applicants MUST hold current status to legally work in Canada. Sponsorship is not being considered. Applicants MUST have a valid G-level license and access to their own vehicle for work purposes (mileage compensated). The property is a non-smoking and vape-free environment. It is also scent-free.

Duties and Responsibilities:

- This position has both indoor and outdoor responsibilities and physically-active gardening
- The AHM will report to the House Manager and / or employers
- The AHM will work to support the Household Manager on all property-related issues with outside help including but not limited to:
 - General property management of a multi-building property on approximately 50 acres, 10 acres of which is landscaped
 - Regular walkthroughs of the property as part of a preventive maintenance program
 - Mechanical systems management (multiple mechanical rooms) and maintenance
 - Vendor and trades management in coordination with the Household Manager including oversight, and reporting to either the Household Manager or Employers
 - Outdoor gardening with the Household Manager and seasonal help

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- Assistance with the apiary if the applicant wishes or on the production side of the operation (onboarding provided)
- Ensuring the property and buildings are kept neat, organized and in good shape at all times
- Assisting team members with entertaining to include table setting and service (training can be provided if needed). Shared duty with the Household Manager. There is an ebb and flow to entertaining in terms of frequency.
- Assist Household Manager and Principals with on site business meetings and events
- Occasional driving needs (using household vehicle)—might include the occasional driving of a Principal to Toronto
- Conducting errands using a shared household vehicle
- Receiving guests and visitors in a welcoming and hospitable manner

Skills and attributes:

- Well-mannered, kind, with a willingness to work well with others
- Experience with table setting and service or willing to be trained
- Curious by nature with an interest in ongoing learning through instructive direction
- An ability to work with or without direction
- A roll up your sleeves to get things done mentality
- An ability to pre-plan and anticipate the unexpected
- An ability to work well and respectfully with diverse staff members. The work environment is collegial and positive, with a low tolerance for work politics.
- A grounded, happy, and easy-going personality is a good fit for the residence, however, applicants should also understand professional boundaries and formality when entertaining occurs. The home environment is grounded and not stuffy.
- Maintain a valid G-level driver's license, have a clean driving record, and be fully insurable
- A polished and well-groomed professional appearance
- Pride and enthusiasm for their profession with a willingness to grow and evolve in the role
- Willing to sign a confidentiality agreement and agree to a reference and background check
- Must be child-friendly
- Must be legally qualified to work in Canada
- This is a non-smoking, vape-free, and scent free workspace

PLEASE NOTE: We thank everyone for their application. Unfortunately, only those who qualify for the position may be contacted.