

Job #231 Executive Housekeeper Position with Toronto Family in Forest Hill



Seeking a full-time Executive Housekeeper to manage a large residence in the Forest Hill neighbourhood. This individual will be responsible for maintaining the cleanliness of the house and property using various resources along with direction from the principals. They will have a strong command of how to clean and maintain fine finishes and how to maintain an inventory of commonly used household supplies.

The position requires someone who is comfortable in the kitchen to prepare and serve breakfast, light lunch, snacks, coffee/tea/beverage service and to assist the principal with meal preparation, large batch cooking and baking. Everyday and seasonal wardrobe management along with management of household linens will be completed.

The Executive Housekeeper must be able to communicate effectively with the principals, fellow employees, and contractors in order to carry out and complete tasks. They must feel comfortable working with others and independently, be able to initiate tasks and projects, and have the desire to complete them effectively and efficiently.

The position offers a very good salary and benefits. Mileage is paid for work-purpose car use.

Applicants must hold current status to legally work in Canada. Sponsorship is not being considered. They must also be vaccinated against COVID-19. Applicants must have a G-level license and access to a vehicle.

PRIMARY RESPONSIBILITIES, BUT NOT LIMITED TO:

Meal Preparation:

- Prepare light breakfast, lunch and snacks for the household.
- Provide tea and coffee service.
- Ensure timely serving of food and beverage services.
- Clean and maintain the service area and the kitchen after during and after meals.

Household Management and Organization:

- Manage contractors and vendors, ensuring that their work meets the household's expectations.

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- Maintain household inventory, ensuring all essentials are well-stocked.
- Conduct provisioning as required.
- Ensure the house is organized, with all items kept in their designated places.
- Perform various errands as required; (i.e.: shopping for groceries, supplies).
- Maintain schedule of cleaning (vacuuming, dusting, deep cleaning; both indoor and outdoor).

Laundry and Clothing Management:

- Handle laundry duties ensuring clothes and household linens are kept in pristine condition. This will include washing, pressing and steaming.
- Manage the household's dry-cleaning, ensuring timely pick-ups and deliveries.
- Manage daily wardrobe requirements; steaming, folding, gym clothes preparation, shine shoes.
- Oversee closet management, ensuring clothes are organized, clean and easily accessible.
- Manage seasonal rotation of clothing, ensuring appropriate clothing is available according to the season.

KEY SKILLS AND ATTRIBUTES:

- Initiative: Ability to foresee household needs and act proactively.
- Communication: Effective verbal communication skills to liaise principals, family members, contractors, other staff and vendors. Effective communication using a smartphone and/or tablet.
- Independence: Can work independently, prioritizing tasks and managing time effectively.
- Teamwork: Collaborate efficiently with other staff members when required.
- Problem Solving: Ability to draw upon various resources to achieve a solution.
- Discretion: Respect the family's privacy, always ensuring confidentiality.

Qualifications:

- Previous experience as a Housekeeper in a similar role or private residence.
- Proficiency in English (both spoken and written).
- Knowledge of best practices related to cleaning, laundry, and household management.
- Strong organizational skills and attention to detail.
- Must have a valid driver's licence and a vehicle in good condition.