

Job #294 Housekeeper Position with Toronto Family



Position: Housekeeper

Location: Toronto-based with some travel

Schedule: Monday to Friday, 10am to 6pm

Vacation: Three Weeks Paid

Seeking an experienced Housekeeper to work for a family of five (two are in University) in the Avenue Lawrence area of Toronto. The Housekeeper is someone with strong housekeeping, laundry, and ironing skills, is self-directed, good at organizing, and has an eye for detail. The Housekeeper is someone who is friendly, positive, and genuinely enjoys and takes pride in what they do. There is a a very quiet, mid-sized dog, so the Housekeeper should be comfortable with dogs.

DUTIES AND RESPONSIBILITIES:

- General housekeeping, laundry, and ironing
- Care of fine surfaces, furnishings, furniture, etc.
- Organizing and cleaning of wardrobes, drawers, cupboards, pantry, storage areas, etc.
- Inventory management and creating purchase lists of items that need reordering
- Management of items sent out for dry-cleaning and returned
- Folding and placement of laundered clothes, towels, etc. in their designated area in a neat and organized manner
- Management of garbage and recycling and keeping garbage storage areas clean
- Daily maintenance of front door so it is kept clean and debris free
- Assistance with meal preparation. The ability to cook is a plus, but not a deal-breaker.
- Cleaning and maintenance of appliances, including deep cleaning of the refrigerator and removing expired food items
- Create grocery lists that include food, cleaning products, toiletries, etc.
- Informing the employers of anything that needs attention—leaky faucets, running toilets, anything broken or not working, etc.
- Managing vendors and trades—directing them to work area, check ins, and report back to the employers the status of the work (completed or not)

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- Answer the telephone and take accurate messages
- Answer the door and receive any parcels and leave them in a designated area
- Other related and non-related duties, as needed

SKILLS AND APTITUDES:

- 5 years' professional housekeeping experience
- An organized housekeeper with an eye for details
- Good laundry skills with experience caring for fine clothes and stain removal
- Someone who is self-directed
- Strong organizational skills who builds an eye for detail and an organized approach into their housekeeping
- Proactive work ethic
- Good English communication skills (verbal and written)
- Prepared to ask questions if unsure of something
- Cooking skills are an asset, but not a requirement
- A kind, positive, friendly, but not intrusive personality
- Dog friendly
- Punctual and reliable
- Maintain confidentiality and security
- Willing to agree to a background and reference check
- Must be willing to sign a confidentiality agreement
- This is a non-smoking and fragrance free household
- The candidate must hold status to legally work in Canada. Sponsorship is not being considered.

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