

Job #259 Head Housekeeper Position with Couple in Rosedale, Toronto



Position: Head Housekeeper

Location: Toronto

Schedule: Wednesday to Sunday, 8am to 4pm

Vacation: Four weeks

Toronto couple seeks an experienced Head Housekeeper for their Rosedale home to work alongside another Housekeeper who has been with the family for many years. The position is full-time and permanent. The home is professionally staffed and operates with professional standards. The working spirit is collegial and employees support each other.

Applicants must hold status to legally work in Canada. They also must have a valid passport with no travel restrictions in the event that travel might be required. Having a G-level driver's license is definitely an asset but not a dealbreaker.

DUTIES AND RESPONSIBILITIES:

- These duties are accomplished with another housekeeper
- General housekeeping of the 2nd and 3rd floor primarily, which is where the Principals' bedroom, guest rooms, and gym is located
- Care of fine surfaces, furnishings, and artwork
- Laundry and ironing to include handwashing, while checking for clothing items requiring repair
- Dry cleaning management
- Wardrobe management and organization
- Bed linen changed on a weekly basis
- Packing and unpacking
- Seasonal wardrobe rotation
- Inventory management - cleaning products, toiletries - and inform the Estate Manager of items that need to be ordered or purchased
- Assistance on an as needed basis with entertaining
- Inform the Estate Manager of any problems in the home like a leaky faucet, running toilet, plumbing leak, etc.
- Organization of cupboards, closets, and drawers

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- Opening and closing duties including turndown service, opening and closing of drapery and blinds, making sure all windows and doors are locked
- Let the Estate Manager know when you are leaving
- Silver polishing
- Top up floral arrangements with fresh water and remove any dead or dying flowers
- Other related and non-related duties, as needed

QUALIFICATIONS & ATTRIBUTES

- A minimum of five years experience working for an ultra high net worth family in a similar role
- An ability to respectfully manage and work alongside a coworker
- Experience with packing and unpacking
- Experience with wardrobe management
- Excellent laundry and ironing skills
- Good English-language communication skills
- Knowledge of caring for fine surfaces with a “do no harm” cleaning philosophy
- Experience in the care and cleaning of antiques and silver
- Previous experience with smart-home technology is an asset or a willingness and ability to learn smart systems quickly
- Table setting and service experience is an asset
- A G-level driver’s license is an asset
- Ability to work either independently or under instructions
- A polished and professional bearing is expected
- Willing to wear a basic, work-friendly uniform, which is provided by the employers
- A proactive work ethic for daily, weekly, monthly, seasonal, and annual routines
- Applicants should be happy, personable, trustworthy, and take pride in what they do
- Willing to agree to both a reference and background check
- Willing to sign a confidentiality agreement
- Must hold legal status to work in Canada

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