

Job #214 Head Housekeeper for Muskoka Estate



Head Housekeeper opportunity to work on a private family estate in the Muskoka region. This is a key position within an estate management team. The position is full-time, live-out, year-round, and permanent. It is both managerial and hands on and offers growth and career development opportunities. Peak season is during the summer and weekend work will be required during that time.

The position suits someone who has experience working as a Private Executive Housekeeper, Head Housekeeper for a private resort / luxury hotel, or a Chief Stew aboard a private yacht.

The position pays well (between \$100,000 and \$120,000 gross annually, based on experience) and offers benefits. A relocation allowance will be offered for individuals who are not located in the area.

Applicants must have a G-level driver's license and their own vehicle. They must hold current status to legally work in Canada and be vaccinated against COVID-19.

Key Responsibilities:

- Act as an integral part of an estate management team
- Manage a housekeeping team and work alongside them as needed
- Make sure safe cleaning standards are maintained
- Inventory management, ordering, and receiving
- Budget management
- Wardrobe management
- Ensuring interiors are always in a "ready to go" state
- Cleaning and maintenance of exterior "living areas"
- Make sure the family and their guests are made to feel comfortable
- Manage seasonal deep clean projects
- Assist with service when time permits
- Open to make suggestions that will improve housekeeping operations

Qualifications:

- Experience as a Head Housekeeper, Chief Stew, or Housekeeping Supervisor
- Willingness to confidently participate as a member of an estate management team and make constructive recommendations when needed
- Staff management experience
- Knowledge caring for fine surfaces and furnishings
- Experience onboarding new staff members
- A happy, positive, and professional personality with a well-groomed appearance

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- Service oriented with a keen eye for detail
- Take pride in what you do and treat it as a profession with opportunity for career growth and development
- Good time management skills and ability to optimize scheduling of tasks for the housekeeping team
- Be discreet and willing to agree to a background check
- Must be legally eligible to work in Canada
- Must have a clean drivers abstract and access to a vehicle

We welcome all applications, but only individuals who meet position criteria will be contacted.