

Job #236 Executive Housekeeper Job in Toronto (Yorkville Neighbourhood)



Seeking an experienced Executive Housekeeper to work in a condo located in the Yorkville neighbourhood of Toronto. The position is full-time and live-out. The Executive Housekeeper will have a strong command of how to clean and maintain fine finishes, have a keen eye for detail, and be able to work in both a self-directed and directed manner. Applicants should take pride in what they do and treat it as a profession.

The position requires someone who is comfortable in the kitchen to prepare basic, nutritious foods. The Executive Housekeeper must also be able to communicate effectively with the principal and contractors in order to carry out and complete tasks.

The schedule is Monday to Friday, 9am to 5pm (with some flexibility), pays well and offers three weeks' vacation.

Applicants must hold current status to legally work in Canada. Sponsorship is not being considered. They must also be vaccinated against COVID-19 and be open to receiving an annual flu shot.

PRIMARY RESPONSIBILITIES:

- General housekeeping to include bedrooms, bathrooms, kitchen, and other living and storage spaces
- Thorough cleaning of bathrooms includes replenishment of towels and toiletries
- Care of fine surfaces, furnishings, furniture, and artwork
- Inventory management so that the residence does not run out of toiletries, cleaning products, food items, etc.
- Errands for grocery and other items. The condo is very well located and many grocery stores are within walking distance.
- Silver polishing
- Laundry and ironing (bed linen is ironed)
- Hand-washing of fine clothing
- Wardrobe Management
- Management of items sent out (and returned) for dry-cleaning
- Placing laundered and dry-cleaned clothes away in their designated areas

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- Checking for loose buttons, stains, and garments requiring repair
- Basic nutritious meal preparation
- Post meal clean up of the kitchen and dining area
- Keeping appliances spotless and weekly cleaning of the refrigerator including stock rotation and removal of expired food items
- Pantry organization and inventory management
- Cleaning and organization of closets, drawers, and cupboards
- Topping up floral arrangements with water (or changing the water) and removing any dead or dying flowers
- Assistance with occasional entertaining
- Management of garbage and recycling
- Contacting appropriate vendors or the building superintendent as needed and supervise
- Cleaning window marks as they occur
- Answering the telephone in a secure manner. Taking accurate and correctly-detailed messages.
- Mail and delivered package management
- Letting in only approved trades and vendors and monitoring them for security purposes
- Following COVID safety protocols
- Other related or non-related duties, as needed

KEY SKILLS AND ATTRIBUTES:

- A minimum of 5 years' experience working in a luxury residence or equivalent
- Excellent laundry and ironing skills
- Experience caring for fine clothing and stain removal
- A good eye for detail
- Excellent knowledge caring for fine surfaces with a "do no harm" cleaning philosophy
- Be prepared to ask questions when unsure of something
- Knowledge and skills in the care, cleaning, and maintenance of fine surfaces, antiques, silver, etc.
- Comfortable in the kitchen and able to prepare simple, nutritious meals
- Willingness to assist with table setting if required
- Ability to offer a degree of schedule flexibility
- Good English communication skills (verbal and written)
- Should be able to work either independently or receive instructions from the Employer
- The ability to demonstrate an appropriate level of courtesy, integrity, respect, and discretion

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- A polished and professional bearing
- Someone who is happy, personable, trustworthy, and takes pride in what they do
- Must be punctual and organized
- Maintain confidentiality and security at all times
- A G-level driver's license and access to a vehicle is an asset, but not a requirement
- Must be fully COVID-19 vaccinated
- Willing to agree to a background check
- Must be willing to sign a confidentiality agreement
- 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.