

Job #040 Housekeeper / Driver for King City Couple

King City, Ontario • Full-time • \$50,000 to \$60,000 based on experience

Mid-50s Couple with no children are seeking an experienced Housekeeper who has a G-Level Driver License and their own vehicle. The position is full-time, live-out when the family is in residence, and live-in when the family is travelling to look after the pets.

Schedule: When the couple is in residence the position is primarily Monday to Friday, 7:30am to 3:30pm. The person will be compensated with extra days off to make up for the times when they are house-sitting overnight.

Duties & Responsibilities:

- Housekeeping of a minimal home with fine surfaces and furnishings that require specialized care (the employee will receive training)
- Cleaning and maintenance of fine surfaces that include hardwood, marble, Corian®, and other stone
- Inventory management including pantry, cleaning products, groceries, pet food, and anything else that might be required from time to time
- Basic laundry consisting of mostly towels, some clothing, and some delicates. Bed linen, some clothing, etc. is sent out for professional laundering. No ironing of bed linen required. Bed linen is changed on a weekly basis.
- Maintaining inventory of fine china, crystal, artwork, and special collections
- Vendor management. The property is gated, so vendors will need to be given access and monitored while they are on the property.
- Maintenance of a vendor logbook that includes vendor's name, arrival / departure, work purpose, etc.

- Short walking of the dog once a day
- Feed Koi in the morning
- Feeding of pets, including cleaning of cat litter
- Garbage and Recycling management
- Weekly grocery shopping
- Monthly pick up of dog and cat food
- Monthly shopping of cleaning products and toiletries
- During summer, sweeping of patios. No winter maintenance as the driveway and patios are heated. Placing coverings on outdoor furniture in the event of rain threatening.
- Closet organization and management
- Occasional food prep (not a requirement, but an asset)
- Daily walkthrough of the residence to make sure there are no problem areas and mechanical items are functioning properly
- Answering of gate and telephone and taking accurate messages
- Handling general requests as needed
- Act as the residence guardian in the absence of the employers

Skills & Attributes:

- Minimum of 5 years' professional housekeeping experience
- Must have a valid G-Level Driver's License
- Must have own car for errands. Will be compensated for mileage in accordance with CRA rules.
- Must have a genuine affection for animals like cats and dogs

- Household vehicle provided to take dog in for monthly grooming
- Person must have skills (or able to be trained) in cleaning and maintaining fine surfaces like stone, hardwood, Corian®, etc.
- Must be able to do live-in to look after the property and the family pets
- Must be able to safely manage stairs, and so fitness is important
- Schedule flexibility is important as it will fluctuate. Every effort is made to give the employee advance notice.
- Must be willing to work either self-directed or with direction
- Must have a good work ethic
- Must show maturity and common sense when managing the residence
- Should be able to respond to emergencies should they occur
- Should be an organized worker who knows how to tackle the duties of housekeeping in a systematic manner
- Should be able to show initiative
- Must not be afraid to ask intelligent questions of Principals and/or Vendors
- Should be effective problem solvers
- Good project management skills an asset
- Good English communication skills (written and verbal)
- Be physically capable of lifting medium weight items
- Must be currently eligible to legally work in Canada and be willing to provide proof of employment status
- This is a smoke-free environment
- Must be willing to sign a confidentiality agreement