

Job #202 Executive Housekeeper position with Rosedale Family



This is a good opportunity for an experienced and skilled Executive Housekeeper to work in a professionally-run home in Rosedale. Applicants should be experienced working in a luxury residence and caring for fine surfaces and furnishings. They should be happy professionals who get along well with others.

The candidate must have a G-level license and be fully COVID vaccinated. The must also have current status to legally work in Canada. This is a non-travelling, full-time, live-out and permanent position. It pays well and offers benefits. The schedule is Monday to Friday, 8am to 4pm, although a degree of flexibility is required.

Applicants must hold current status to legally work in Canada. Sponsorship is not being considered. Applicants must also be fully vaccinated for COVID-19.

Primary Responsibilities:

- Daily housekeeping to include dusting, vacuuming, kitchen and bathroom cleaning, washing floors.
- Sheet change once a week in all bedrooms
- Clean up, tidying, organizing, and making beds of master's room
- Maintaining household inventory (except for culinary & spirits)
- Daily laundry, ironing & steaming (fine fabrics are sent out)
- Cover and uncover outdoor furniture
- Errands as directed by the principal family and/or Estate Manager
- Household deficiency checks and reporting maintenance issues to the Estate Manager
- Taking out the garbage, recycling, and green bin on a weekly basis
- Cleaning and tidying of the pool house
- Wardrobe management, as directed by the Mrs. or Estate Manager
- Garment planning and packing for the principal family for various trips abroad
- Occasional cleaning of the principal's adult children's homes and cottage in Muskoka (only upon request by Estate Manager)
- Receiving parcels and deliveries
- Answering the telephone
- Managing special projects on a quarterly basis (deep cleaning, purging, storage organization, closet cleaning)
- Supervision of household while Estate Manager is away
- Event preparation and clean-up (average 6 events per year)
- Décor / seasonal holiday set-up as required or directed by Estate Manager
- The working spirit of the home is one of mutual and collaborative support when needed
- This job profile is dynamic and will evolve as the family's needs change

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Qualifications and Aptitudes:

- Has a minimum of 3 years' experience, working in a semi-formal residence
- Has a G license, fully insurable and a clean driving record
- Is a confident driver
- Takes initiative and enjoys and takes pride in what they do
- Excellent housekeeping, laundry and ironing skills; correct use of products and methods for fine finishings and surfaces
- Maintains privacy and confidentiality at all times
- Must be flexible with scheduling and staying later if required
- Must be a team player
- Child-friendly (not a nanny position)
- Experience working for HNW and/or UHNW families; a demonstrable track record of discretion and proven respect for NDAs within a UHNW employment context
- Safety and environmental awareness
- Neat and presentable in all aspects
- Willing to sign a Confidentiality Agreement
- Good communication skills (written and verbal)
- Punctual and organized
- Fully vaccinated against COVID-19
- Must be legally eligible to work in Canada. Sponsorship is not being considered.

NOTE: We thank all those who apply, however, only those who meet position criteria will be contacted.