

## Job #220 Housekeeper position with Toronto family



Opportunity for an experienced housekeeper to work full-time in a professionally-run home in the downtown area of Toronto. The home is formal with a full roster of staff. The housekeeper would work as part of a team of housekeepers. While this person will have specified responsibilities, the work spirit is one in which staff members support one another. The person would be working for a couple who entertain frequently (there are no children or pets living in the residence). There is no travel in this position.

The employer is seeking a housekeeper who is energetic, takes pride in what they do, and thinks of housekeeping as a profession.

The schedule is Sunday to Thursday. Sunday is 11am to 8pm. Monday to Thursday is 9am to 6pm. Flexibility is required. The position pays competitively and offers benefits.

**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:**

- Working with other staff, perform general housekeeping, laundry, ironing, and wardrobe management
- Service of simple breakfast as well as post-breakfast tidying
- Care of fine surfaces, furnishings, furniture, and artwork
- During the summer, there will be exterior work placing and cleaning garden furniture
- Laundry and ironing (bed linen is ironed)
- Hand-washing of fine clothing
- Assisting placing laundered or dry-cleaned clothes away in their designated area
- Checking for loose buttons, stains, and garments requiring repair
- Assisting with seasonal wardrobe rotation
- Table setting and service is a shared responsibility with other staff
- Cleaning and organization of closets, drawers, and cupboards
- Silver polishing during deep cleans
- Topping up floral arrangements with water and removing any dead or dying flowers
- Shared management of garbage and recycling that includes breaking down boxes
- Thorough cleaning of bathrooms to include replenishment of towels and toiletries
- Informing the Household Manager of any items that need to be ordered or purchased
- Inform Household Manager of any issues like leaky faucets, marks on painted surfaces, etc.
- Watching for window marks and clean as they occur
- Daily maintenance of front door and smoking area so they are kept clean and debris free
- During the summer there is exterior work that includes service

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- Mail and delivered package management
- Answering the telephone and taking accurate messages as needed
- Check that televisions and other devices are working on a daily basis
- Front door management and being mindful of security
- Letting in approved trades and vendors and monitoring them for security purposes
- If required due to staff illness, closing duties that include turndown service, making sure all doors and windows are locked, drapery drawn closed, letting Principals know when departing for the day, etc.
- Assist with meal prep on the Private Chef's days off
- Following COVID safety protocols
- Other related or non-related duties, as needed

### **Qualifications and Aptitudes:**

- A minimum of 5 years' experience working in a luxury residence or equivalent
- Excellent laundry and ironing skills
- Experience with caring for fine clothing and stain removal
- 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 care, cleaning and maintenance of fine surfaces, antiques, silver
- Tech savviness is an asset and/or a willingness to learn
- Table setting and service experience or willingness to be trained
- Ability to offer schedule flexibility
- Good English communication skills (verbal and written)
- The ability to work constructively and cooperatively as a member of a team
- Should be able to work either independently or receive instructions from the Household Manager and / or Employer
- Demonstrate appropriate level of courtesy, integrity, respect and discretion is essential
- A polished, and professional bearing is expected
- Willing to wear a basic, work-friendly uniform, which is provided by the employers
- Someone who is happy, personable, trustworthy, and takes pride in what they do
- Proactive work ethic once trained to daily, weekly, monthly, seasonal, and annual routines
- Must be punctual and organized
- Maintain confidentiality and security of all household information
- Must be fully COVID vaccinated
- Willing to agree to a background check
- Must be willing to sign a confidentiality agreement
- Candidate must hold status to legally work in Canada. Sponsorship is not being considered.

**PLEASE NOTE:** We thank all applicants for their interest in this position. Due to response volume, however, only those who meet the position's requirements shall be contacted.