

Job #051 Housekeeper for Couple in Downtown Toronto

Toronto, Ontario • Full-time • \$700 to \$750 net per week

Schedule: Monday to Friday, 9am to 5pm

Experienced live-out Housekeeper required by couple in the Annex area of Toronto. This is available immediately for the right person. Ideally the person is interested in growing and evolving in their role along with this young family.

Duties & Responsibilities:

- General housekeeping of a newly-renovated home
- Careful and safe cleaning and maintenance of the home using as many green products as possible
- Employing a top to bottom, right to left cleaning methodology while paying attention to ceiling areas and removing cobwebs
- Vacuuming, safe mopping and drying of floor surfaces
- Laundry and ironing. Checking all labels prior to laundering.
- Regular cleaning of dryer lint traps
- Changing bed linen on a weekly basis
- Replacing bathroom towels and bath mats on a daily basis
- Ironing includes bed linen (master bedroom) and Mr. and Mrs. clothing
- Using clothing steamer for garments
- Drop off and pick up of dry-cleaning. Maintenance of an in/out dry-cleaning list.
- Preparing nutritious dinners for the family to heat up when they arrive home from work. There are many grocery markets within walking distance. There is also a barbecue that can be used. Meal preparation includes freezer-ready items.
- Prepare lunch items 1-day in advance

- Occasional assistance with entertaining and greeting people
- Inventory management to include toiletries, cleaning products, fresh and dry grocery items
- Errands and grocery shopping
- Prior to grocery shopping, weekly deep-cleaning of refrigerator and reorganization
- Weekly cleaning of microwave interior and exterior
- Weekly cleaning of small kitchen appliances
- Special occasion shopping to include Christmas, birthdays, etc.
- Wardrobe management and organization to include seasonal clothing rotation
- Management and organization of storage areas
- Cleaning of small outdoor terrace area to include covering furniture in the event of rain
- Watering of indoor and outdoor plants (both potted and planted)
- Maintaining front entrance area to include sweeping of debris and snow removal
- Taking the family vehicle in for cleaning/detailing and maintenance (if candidate drives)
- Answering the telephone and taking accurate messages
- Report any household problems, malfunctioning items to the Principals as soon as possible
- Directing and supervising trades and vendors, while being mindful of security
- Receiving packages and deliveries and placing them in designated area
- Management of garbage and recycling. Keeping garbage area clean.
- Check for spots, stains, scratches and marks on furniture, floors, countertops, etc. Report to Mr. or Mrs.
- Deep cleaning projects
- Detailing of the home prior to leaving
- Making sure that the home is locked and the security alarm is on prior to leaving
- This is a dynamic job description and will change as the family grows and evolves

Skills and Aptitudes:

- A minimum of 5 years' housekeeping experience in a professional home
- Experience in the care and maintenance of fine surfaces, furniture and artwork
- Good laundry, hand-washing, and ironing skills
- Driving is an asset
- Should be a comfortable home cook who knows their way around the kitchen, can follow recipes, and follow favourite family recipes
- Must be able to work both independently and follow check lists
- Must be punctual and dependable
- The ideal candidate would be able to “hit the ground running” due to their experience in housekeeping
- Must be an organized worker with an eye for detail
- Should have a happy and positive attitude
- Must have good listening skills
- Good command of English (written and spoken)
- Ability to communicate with Principals via telephone, text, and/or email is a must
- There is no travel required
- The ideal candidate is intelligent and not afraid to ask questions
- This is a non-smoking residence
- Must be willing to sign a confidentiality agreement
- Must be legally qualified to work in Canada