

Job #223 Part-time Housekeeper position with Toronto Couple



Opportunity for a professional and experienced housekeeper to work on a part-time basis in a home in the North York-area of Toronto. The home consists of husband and wife. There are adult children who visit. The position is part-time (ideally Monday, Wednesday, and Friday from 9am to 5pm), although full-time might be considered for the right person. A degree of flexibility is required. 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.

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. Applicants must have a G-level license and access to a vehicle.

Primary Responsibilities:

- General housekeeping to include bedrooms, bathrooms, kitchen, and other living and storage spaces
- Care of fine surfaces, furnishings, furniture, and artwork
- 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 wardrobe management
- Loading and unloading of the dishwasher
- Cleaning and organization of closets, drawers, and cupboards
- Silver polishing during deep cleans
- Topping up floral arrangements with water (or changing the water) and removing any dead or dying flowers
- Management of garbage and recycling that includes breaking down boxes
- Thorough cleaning of bathrooms to include replenishment of towels and toiletries
- Informing the Mrs. of any items that need to be ordered or purchased
- Informing the Mrs. of any issues like leaky faucets, marks on painted surfaces, etc.
- Watching for window marks and clean as they occur
- Answering the telephone and door 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
- Mrs. enjoys cooking. No cooking is required.
- Following COVID safety protocols
- Other related or non-related duties, as needed

PORTICO INC.

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Qualifications and Aptitudes:

- A minimum of 5 years' experience working in a luxury residence or equivalent
- Excellent laundry and ironing skills
- A good eye for detail
- 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 the care, cleaning and maintenance of fine surfaces, antiques, silver, etc.
- 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
- A polished, and professional bearing
- Someone who is happy, personable, trustworthy, and takes pride in what they do
- A proactive work ethic once informed and trained to the daily, weekly, monthly, seasonal and annual routines
- Must be punctual and organized
- Maintain confidentiality and security of all household information
- A G-level driver's license and access to a vehicle
- Must be fully COVID 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.