

Job #271 Household Manager-Chef Job in Toronto



Seeking a full-time Household Manager—Chef to work for a couple in the Forest Hill neighbourhood of Toronto. The position is full-time, live-out, and long-term. This is a hybrid role with growth opportunities, and applicants should have experience and abilities in both areas. There is a housekeeper who can assist during busy periods with meal prep.

Applicants must have a G-level driver's license and access to a vehicle for work purposes (mileage will be reimbursed). They must also hold current status to legally work in Canada.

Schedule: Primarily Monday to Friday, 10am to 6pm with flexibility (i.e. ability to work some evenings, weekends, and special occasions)

Vacation: Four weeks (not consecutive). To be coordinated with the Employers.

DUTIES AND RESPONSIBILITIES:

- Management of an approximate 6,500 square foot home
- Management of household staff, vendors and contractors
- Ensure household mechanical systems, HVAC plumbing, equipment, and fixtures are maintained
- Schedule and supervise trades and contractors
- Household administration including tracking expenses, invoices, reconciliation, contracts, employment records etc.
- Implement a preventive maintenance program
- Take the lead in creating household schedules, manuals, and operational documentation
- Daily walkthroughs of residence, ensuring security measures and protocols are in place and the property is secure at all times
- Daily cooking required; must have knowledge of a variety of different cuisines, mainly healthy and nutritious meals
- Preparing meals for the cottage and packing them in coolers with instructions
- Inventory management of kitchen and residence including cleaning products and toiletries
- Menu planning, track and keep records of menus to avoid repetition of meals
- Grocery shopping
- Coordinate and complete deep clean and organizational projects with the housekeeper while the principals are travelling
- Occasional entertainment event planning and facilitation

PORTICO INC.

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- Errands and other tasks as needed
- Provide a calm, quiet, and discreet environment
- Anything else that might be required from time to time

SKILLS AND APTITUDES:

- Experience managing a home
- Experience working as a chef, ideally with a culinary certificate
- A G-level driver license and access to a work vehicle (mileage for work purposes—not to and from work—will be compensated)
- A high school diploma and a degree or diploma from an accredited college is an asset
- Knowledge of cleaning protocols and care of luxury residences
- Polished and professional presentation
- Must have computer literacy
- Strong English language skills, with an ability to communicate with diplomacy
- Willing to undergo a background check
- Willing to sign a confidentiality agreement
- Must hold current status to legally work in Canada

Covid 19/Immunization Considerations:

In order to maintain the health and safety of the workplace, this position will require a fully vaccinated candidate as a condition of employment. Proof of vaccination will be required by the candidate prior to their start date. Proof means documentation verifying receipt of a vaccination series approved by Health Canada. In addition, the candidate will be required to get an annual flu shot.

NOTE: Applicants must hold current status to legally work in the Canada. Sponsorship is not being considered.

APPLICATION PROCESS: Please apply with a résumé. It will be reviewed and you may be contacted if it is in alignment with the position. Due to response volume, telephone calls are not accepted as a first step in the application process.

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.