

## Housekeeper Position for Toronto Residence (Rosedale), Job 287



We are seeking an experienced and hands-on Housekeeper who wishes to join a team of staff in a sophisticated but informal household located in the Rosedale neighbourhood of Toronto. This position is best suited for someone with a strong background in general housekeeping, laundry, and experience with a fine wardrobe. The successful candidate will also be flexible with a can-do attitude.

The successful applicant will be a professional who takes pride in what they do and performs their duties with confidence. The home is busy and operates at a high standard. Other staff in the home include a Residence Manager, a part-time cleaner, a part-time laundress, and a weekend Housekeeper.

The ideal candidate will be someone seeking a long-term, full-time position. Work hours are Monday-Friday, 9:30am – 6:00pm. Flexibility and some weekends are required, particularly when entertaining, and overtime will be paid in these cases. Working Christmas Eve is required as are other festivals such as Easter, Hallowe'en, etc.

**Salary: \$90,000 to \$95,000**

**Medical Benefits Allowance provided**

**G-level driver's license required. A vehicle is not a requirement.**

**Two weeks' vacation**

### **Primary Responsibilities:**

- Morning make-up and evening turndown of master suite
- Helping to manage the door, receiving and sending parcels
- Regular morning and end of day detailing of the home
- Daily basic household laundry, and care for fine linens. Follow laundry schedule.
- Cleaning and organization of closets, drawers and cupboards
- Assist with some cleaning as required
- Upkeep of patios, lawn furniture, and outdoor washroom in summer

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- Occasional simple cooking. Able to follow a recipe with confidence.
- Taking care of the household crystal, china and silver
- Bi-weekly flower arrangements. A florist is used for all events, parties, and festivals.
- Weekly household restocking
- Running household errands as required
- Seasonal deep cleaning and special projects as required
- Doing household inventories as required
- Doing basic monthly household maintenance schedule
- Assisting with all entertaining in the home
- Other duties as needed

### **The Successful Applicant:**

- Is service-oriented, discrete, and respectful
- Is comfortable with the basic care of a fine wardrobe
- Has excellent ironing skills for household linens and other basic laundry
- Has an excellent eye for details and a fine hand
- Has experience in a formal home with entertaining, table setting and basic service
- Is quick on their feet with an excellent work ethic and time-management skills, works well in a busy environment
- Is a confident individual who is able to think for themselves and work independently
- Is willing to pitch in under any circumstances, regardless of the task
- Has a genuine commitment to professional housekeeping
- Is comfortable with the requirement to wear a uniform
- Has a valid Ontario driver's license and clean driving record
- Has excellent mastery of the English language
- Has a minimum of 5 years' experience in a similar role
- Is willing to sign a confidentiality agreement
- Is willing to agree to a professional reference and background check
- Is legally entitled to work in Canada

PLEASE NOTE: We thank everyone for their application. Unfortunately, only those who qualify for the position will be contacted due to volume of response