

## Housekeeper Cook for Toronto Couple in Forest Hill, Job 293



A professional couple with an informal, yet sophisticated residence is seeking a full-time, experienced Housekeeper/Cook to work in home in Forest Hill, Toronto. The Housekeeper/Cook will work both individually and with the Household Manager.

The position is full-time, live-out, and long-term. The housekeeper will be working for a kind and supportive family who endeavour to help their employees succeed. The housekeeper will work alongside an experienced Household Manager.

Ideally applicants have a G-level driver's license and access to a vehicle for work purposes (mileage will be reimbursed), however, it is only an asset and not a requirement. They must hold current status to legally work in Canada.

**Salary:** \$80,000 gross annually

**Schedule:** Monday to Friday, 10am to 6pm with flexibility (i.e. some evenings, weekends, and special occasions). Cottage work will involve pre-determined weekends (notice provided).

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

### **DUTIES AND RESPONSIBILITIES:**

#### **General Housekeeping, Laundry, and Organization**

- Perform daily cleaning of all areas within the residence
- Preventative maintenance in relation to maintaining the household's finishes, furniture, etc.
- Wash, dry, and iron/steam clothing, bed linens, towels, and other household upholstery items. Knowledge of various fabrics and materials is an asset.
- Maintain organization of household items, cupboards, and storage areas.
- Keep track of cleaning supplies, toiletries, and other household necessities, notifying the Household Manager when replenishment is needed.

#### **Special Cleaning Projects:**

- Deep cleaning and seasonal projects

#### **Kitchen Duties:**

- Preparing daily meals (Household Manager to support when needed).
- Recipes and menus are provided

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- Assist with the preparation and additional cleaning requirements for special functions
- Occasional kitchen assistance/table service duties for family gatherings.

### Seasonal Requirements:

- The family would like have the Housekeeper/Cook travel to their cottage in the Muskokas on pre-determined weekends from June - September. Alternative days off or pay will be arranged, and accommodation at the cottage will be provided. Transportation provided.

### Skills and Aptitudes:

- Experience in private households or luxury environments
- Able to meet physical demands of cleaning, cooking, lifting, and extended periods of activity
- Clearly understands written instructions, recipes, protocols, and communicates effectively
- Executes tasks as directed; asks clarifying questions when needed
- Demonstrates willingness to learn, accept feedback, and improve skills over time
- Prioritizes tasks efficiently, meets timelines, and adapts to changing schedules
- Pleasant, respectful presence that contributes to a calm, professional household atmosphere
- Executes duties autonomously while collaborating with principals, staff, and vendors
- Adjusts to schedule changes, guests, and evolving household needs
- Able to follow recipe provide. Review provided by household manager as needed.
- All household matters strictly confidential; no gossip or oversharing
- Trusted with access, valuables, and private spaces; demonstrates ethical judgment

### Assets but not requirements (wish list):

- Candidates with clean driving record, full G license, with own vehicle a plus, but not required
- Comfortable with basic computer tools (lists, schedules, communication)
- Develop household systems in coordination with household manager
- Can improvise meals within household guidelines and preferences when appropriate
- Demonstrates care for fine fabrics; advanced skills preferred but trainable

**NOTE:** Applicants must hold current status to legally work in the Canada.

**APPLICATION PROCESS:** Apply with a résumé. Telephone calls are not accepted.

**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.