

Job #043 Housekeeper Required for Caledon Residence

Caledon, Ontario • Full-time • Based on experience

Applicants have the option of choosing between a 5-day schedule (8 hour days) with 2 days off per week, or a 4-day schedule (8:30am to 6:30pm or 9am to 7pm) with 3 days off per week. The person has the option of being either live-in or live-out.

Applicants should be a seasoned Housekeeper who manages day-to-day responsibilities with minimal supervision. They have a minimum of 5-years' experience working within a similar Private Household as a Housekeeper. They must be able to drive with a valid G-Level Driver's License.

Duties & Responsibilities:

- Housekeeping, house-cleaning, and deep-cleaning of all residences
- Bring any problems, malfunctions, etc. to the attention of the Principals
- Laundry, hand-washing, and ironing
- Inform Principals of inventory items that require re-ordering
- Ability to travel with the family is an asset, but not a requirement
- Ability to work well with others
- Look after wardrobes. Checking garments prior to be put away for anything requiring repair or specialized cleaning.
- Some valeting role - i.e. polish shoes, proper storage of handbags, etc.
- Along with the rest of the household staff, be responsible for the safety and security of the family and their home
- Packing and unpacking of suitcases

- Participating in the seasonal rotation of wardrobes
- Not be afraid to ask questions when unsure
- Monitoring household inventories and reporting shortages to Principals and/or Private Chef
- Report any mechanical, appliance failures to Principals
- Be an effective communicator (written and verbal)
- Errands as needed from time to time
- Assisting in the execution of events
- Maintain records items gone out for dry-cleaning
- Always maintain confidentiality and be prepared to sign a confidentiality agreement
- Anything else that might be required from time to time
- It is acknowledged that this job description is an evolving document that will change according to developments

Skills & Attributes:

- Must have a calm and approachable personality
- Must be personable
- Must have experience working successfully with other Household Staff
- Must be child-friendly and willing to engage the children in a positive way
- Must have a valid G-Level driver's license and clean driver's abstract
- Must have a valid passport with no travel restrictions
- Must be flexible in terms of schedule
- Should have knowledge of care, cleaning, and maintenance of fine surfaces and furnishings
- Should have knowledge of stain removal

- Should be able to get along well with others and be prepared to “pitch in” when and where it’s needed.
- Must have a good command of English (written and verbal)
- Should be an organized and systematic worker
- Should be a disciplined worker who is not a clock watcher
- The ideal candidate will be able to function under minimal direction
- An ability to follow checklists of duties to be done on a daily, weekly, monthly, and seasonal basis
- Strong problem-solving ability
- Ability to prioritize and multi-task
- Must be well-mannered and respectful
- Must be calm and proactive in emergency situations
- Must be legally eligible to work in Canada
- Travel between residences is a significant asset

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