

## Housekeeper Position with Toronto Family, Job 300



**Position:** Full-time Housekeeper

**Location:** Toronto-based with travel

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

**Vacation:** Three weeks paid

**Schedule:** Monday to Friday, 9am to 5pm with flexibility

Seeking an experienced Housekeeper to work for a family of five (parents and three teenaged boys) in the Avenue Road area between Wilson and Lawrence in Toronto. The Housekeeper is someone with strong housekeeping, laundry, and excellent ironing skills, is self-directed, organized, good at organizing, and has an eye for detail. The Housekeeper is someone who is positive and genuinely enjoys and takes pride in what they do.

### **DUTIES AND RESPONSIBILITIES:**

- General housekeeping, laundry, and ironing
- Care of fine surfaces, furnishings, furniture, etc.
- Organizing and cleaning of wardrobes, drawers, cupboards, pantry, storage areas, etc.
- Inventory management and creating purchase lists of items for reordering
- Management of items sent out for dry-cleaning and returned
- Folding and placement of laundered clothes, towels, etc. in the designated area in a neat and organized manner
- Management of garbage and recycling and keeping garbage storage areas clean
- Daily maintenance of front door so they it is kept clean and debris free
- Occasional assistance with meal prep
- Cleaning and maintenance of appliances, including laundry room washer, dryers, etc.
- Inventory management and creating a grocery list of cleaning products and toiletries
- Informing the employers of anything that needs attention—leaky faucets, running toilets, anything broken or not working, etc.
- Managing vendors and trades—directing them to work area, check ins, and report back to the employers on the status of the work (completed or not). Making sure trades are admitted into the home in a secure manner.

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- Answer the telephone and take accurate messages
- Answer the door in a secure manner and receive any parcels and leave them in a designated area
- Other related and non-related duties, as needed

### **SKILLS AND APTITUDES:**

- 5 years' professional housekeeping experience
- An organized housekeeper with an eye for details
- Good laundry skills and excellent ironing skills
- Someone who is self-directed
- Strong organizational skills who builds an eye for detail and an organized approach into their housekeeping
- Proactive work ethic
- Good English communication skills (verbal and written)
- Prepared to ask questions if unsure of something
- A kind, positive, friendly, but not intrusive personality
- Punctual and reliable
- Maintain confidentiality and security
- Willing to agree to a background and reference check
- Must be willing to sign a confidentiality agreement
- This is a non-smoking and fragrance free household
- 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.