

Family Assistant Housekeeper Job with Toronto Family, Job 299



Position Title: Family Assistant - Housekeeper

Location: Toronto, Bloor Street and Avenue Road area

Schedule: 44 hour work week, two consecutive days off

Salary: \$100,000 gross annual area (based on \$45 p/h, pro-rated)

Benefits: An allowance to be applied towards medical benefits

Vacation: 10 days (2 weeks) paid

A family with three-year-old twin boys is seeking an experienced Family Assistant - Housekeeper to join their fully-staffed Toronto home. This is a hands-on support position focused primarily on child-related housekeeping, organization, meal support, and helping the children's daily routines run smoothly.

The Family Assistant - Housekeeper works alongside the children's Primary Caregivers and other household staff, helping maintain an organized, calm and well-prepared environment so the caregiving team can remain focused on the children. While the position involves being around the children and occasionally providing an extra set of hands when needed, this is not a primary nanny position. The majority of the role is practical, behind-the-scenes support.

Responsibilities include maintaining and organizing the children's spaces and belongings, children's laundry, preparing areas and supplies for daily routines and outings, heating and serving chef-prepared meals and snacks, post-meal clean-up, and communicating closely with the caregiving and household team.

The ideal candidate is someone who genuinely enjoys working in a home with young children, takes pride in keeping things clean and organized, anticipates what needs to be done next, communicates well with a team, and is comfortable working in a structured household where routines and attention to detail are important.

Family Assistant Housekeeper Responsibilities:

1. Child-related housekeeping and organization

- Maintain the children's bedrooms, play areas, changing areas and other spaces used throughout their daily routines, keeping them clean, tidy, organized and ready for use.
- Handle children's laundry, including collecting, washing, folding, organizing and returning items to their appropriate places.

Family Assistant Housekeeper Job with Toronto Family, Job 299

- Keep children's belongings, toys, clothing, supplies and frequently used items organized and properly stocked.
- Maintain changing and care stations, including sanitizing surfaces, emptying diaper pails and replenishing supplies.
- Maintain the kitchen and eating areas following children's meals and snacks, including dishes, dishwasher loading and general clean-up.
- Help maintain shared areas used by the children and caregiving team throughout the day.

2. Meal and snack support

- Heat, assemble and serve meals and snacks that have been prepared or provided by the family's Private Chefs, following established instructions.
- Assist with children's meal and snack preparation for outings and daily routines.
- Follow the household's established food-handling and documentation procedures. Training will be provided.
- Complete post-meal clean-up and ensure the kitchen and eating areas are ready for their next use.

3. Daily routine and caregiver support

- Work closely with the Primary Caregivers and other household staff to help the children's daily routines run smoothly.
- Prepare clothing, supplies, strollers, snacks and other items needed for outings and activities.
- Anticipate upcoming needs and ensure children's spaces, belongings and supplies are prepared ahead of time.
- Provide practical support during transitions and outings when an additional set of hands is helpful.
- Occasionally accompany a Primary Caregiver and child on walks or outings when additional support is needed.
- Communicate clearly with the caregiving and household team, both verbally and in writing, regarding timing, completed tasks and changing needs.
- Adjust priorities as the children's schedules and household needs change throughout the day.

4. General responsibilities

- Participate in household and caregiving team meetings as required.
- Follow established household, safety and confidentiality protocols.
- Travel domestically and internationally with the family when required.

Family Assistant Housekeeper Job with Toronto Family, Job 299

- Provide reasonable flexibility and assist with other child-related household support needs as they arise.
- This is a non-smoking, vape-free, and fragrance-free workspace. It is also a strictly gluten-free household.

Skills and Aptitudes:

- Excellent housekeeping, laundry, and ironing skills.
- Organized and strong time management.
- Ability to work well with others and receive instruction and training.
- Kind, caring, empathetic.
- Experience with young children.
- Early Childhood Education certification (ECE) is an asset.
- Early childhood CPR and Childcare First Aid certification is an asset but not a requirement.
- Willingness to receive certification if required.
- Safe food handling experience with young children. Instruction will be provided.
- Strong communication skills—verbal and written.
- A full driver's license is an asset but not a dealbreaker (the home is TTC-friendly).
- The home is a strict gluten-free environment for health reasons.
- Willingness to agree to background and reference checks.
- Willingness to sign a confidentiality agreement.
- Maintain discretion and respect the family's privacy at all times.
- Must hold current status to legally work in Canada.

PLEASE NOTE: We thank everyone for their application. However, only those who qualify for the position may be contacted.