

Job 277 Housekeeper Position for Toronto Residence in Forest Hill



Good opportunity for a full-time, experienced Housekeeper to work for a family in their home in Forest Hill (Toronto). The Housekeeper will work both individually or with a team of housekeepers. The home is well-staffed.

The position pays competitively, offers benefits, and two weeks vacation.

The Housekeeper reports to the Estate Manager and Employers. A typical schedule is Sunday to Thursday or Tuesday to Saturday, with shifts from 8:00 a.m. to 4:00 p.m. or 10:00 a.m. to 6:00 p.m. the family is prepared to provide a degree of flexibility.

KEY RESPONSIBILITIES:

Cleaning and Maintenance

- Perform daily cleaning of all areas within the residence, including but not limited to bedrooms, bathrooms, kitchen, living rooms, hallways, and common areas.
- Dusting, vacuuming, mopping, and surface polishing of furniture, fixtures, and appliances.
- Ensure all household items, including glassware, dishes, linens, and floors, are spotless and well-maintained.
- Clean and tidy patio/pool deck furniture daily.

Laundry and Linens:

- Wash, dry, and iron clothing, bed linens, towels, and other items as required.
- Change and arrange bed linens regularly and ensure proper storage of all linens and laundry.

Organization and Inventory:

- Maintain organization of household items, cupboards, and storage areas.
- Keep track of cleaning supplies, toiletries, and other household necessities, notifying the Residence Manager or homeowner when replenishment is needed.

Errands and Shopping (as needed):

- Occasionally assist with errands, grocery shopping, etc.

Special Cleaning Projects:

- Assist with deep cleaning or seasonal projects, such as cleaning windows, carpet steaming, and organizing closets.

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Guest Preparation:

- Prepare guest areas as required, including setting up bedrooms and bathrooms and ensuring a welcoming, comfortable environment.

Kitchen Duties:

- Cleaning dishes.
- Tidy eating area and reset table for future meals.
- Provide occasional support with light kitchen tasks.

Events and Special Functions

- Assist with the preparation and additional cleaning requirements for special events.
- Occasional table service duties for smaller functions.
- **Assist in the care and supervision of children as required.**
- **Assist other departments and team members as required.**

Qualifications and Skills:

- Proven experience as a housekeeper, preferably in a private residence or luxury setting.
- Knowledge of cleaning products and safe usage.
- Strong attention to detail and organizational skills.
- Ability to work independently (or with others) and prioritize tasks effectively.
- A willingness to pitch in when and where is needed.
- Professional, polite, and respectful demeanour with discretion and commitment to confidentiality.
- Must be willing to agree to a reference and background check.
- Must be willing to sign a confidentiality agreement.
- Must hold current status to legally 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 responses.