

Job 275 Nanny Housekeeper Position in Forest Hill



We are seeking an experienced Nanny Housekeeper to work for a family of four—two adults and two school-aged children—in the Forest Hill neighbourhood of Toronto. The Nanny Housekeeper must have a G-level license, although there is a vehicle that can be used for work-related purposes. They should have experience working in a private home for a family with school-aged children.

Position Overview

This is a live-out position that pays an excellent annual salary, offers health benefits, a transportation allowance, and three weeks paid vacation. The position combines housekeeping of an approximately 3,000 square foot home as well as childcare.

The schedule is as follows:

Mondays- 10:30am-6:30pm
Tuesdays- 3:30pm-6:30pm
Wednesdays- 3:30pm-6:30pm
Thursdays- 10:30am-6:30pm
Fridays- 3:30pm-10:30pm
Total Weekly Hours=29

The Nanny Housekeeper should expect to work an additional 10 hours per month as needed on weekends **or evenings or if a child has to stay home from school**. They will receive at least one week's notice **for weekend and evening work**.

The Nanny Housekeeper should consider this position their primary commitment as it pays a generous salary with benefits.

NOTE: There is a small amount of travel in the position. It is estimated that travel will amount to approximately two weeks per year (not consecutive) to both domestic and international destinations. **Applicants must hold a valid passport with the necessary visas for travel.**

Primary Responsibilities

Childcare:

- Care for school-aged children
- Playing and engaging in age-appropriate activities

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- Managing personal hygiene, sleep and feeding routines
- Pick-ups from school (drop offs are managed by the parents)
- Taking children on outings/to activities
- Prepare child-friendly and healthy dinner for the children to include packing lunch boxes

Housekeeping

- General Housekeeping and household management—daily cleaning and organization
- Cleaning high traffic areas on a regular basis
- Housekeeping of floors, bathrooms, bedrooms, kitchen, etc.
- Cleaning and organization of closets, drawers and cupboards
- Cleaning of appliances including the refrigerator. Remove expired goods.
- Laundry (Household) and Ironing (minimal)
- Manage garbage and recycling routines
- Manage stock of household inventories
- Create weekly grocery lists (food, pantry items, cleaning products, and toiletries)
- Conduct groceries and running errands when possible
- Pet care. There is a medium-sized dog so the Nanny Housekeeper should be comfortable with dogs and willing to walk the dog occasionally.
- Door management being mindful of security
- Letting in approved trades
- Other related or non-related duties as needed

Position Requirements

- Must be legally eligible to work in Canada
- Must have experience working in a private home for a family
- Experience working with school-aged children
- Comfortable with basic, child-friendly food preparation
- Must have a G-level driver's license and be comfortable driving children
- Valid First Aid and CPR and / or willingness to get it or renew it
- Strong common of English (written and spoken)
- An ability to travel is a definite asset
- The successful applicant will have a positive and outgoing personality. They will be loving and kind, but also be firm and able to reinforce boundaries when it is needed.
- An ability to demonstrate common sense and exercise good judgment
- Has a minimum of 5 years' experience in a similar role

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- Willing to agree to a reference and a background check (vulnerable sector check)
- Willing to sign a confidentiality agreement

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