

Housekeeper Position for Midtown Toronto Residence, Job 291



We are seeking a reliable, detail-oriented, and experienced Housekeeper to support the daily operations of a private home. This role combines hands-on housekeeping responsibilities with light hospitality support and occasional and simple support for food prep. The ideal candidate takes pride in maintaining a clean, organized environment and is comfortable assisting with household routines and entertaining support when needed. The household is well

staffed.

Salary: \$90,000 to \$105,000 gross annual

Medical Benefits Allowance provided

Schedule: Monday to Friday, 9:00a.m.—6:00 p.m., with flexibility

G-level driver's license required. A vehicle is not a requirement.

Two weeks' vacation

Key Responsibilities:

- Daily make-up of two kitchens and two washrooms
- Morning detailing
- Maintaining outdoor furniture, patios, and washroom (seasonal)
- Simple flower arrangements
- Light food preparation for simple meals when the Chef is off
- Support for all entertaining in the home
- Cleaning
- Care for household crystal, china, and silver
- Managing packages
- Managing household garbage and recycling
- Conducting household inventories
- Restocking of household items
- Basic household maintenance tasks (maintenance schedule shared by all staff)
- Running occasional household errands, as needed
- End-of-day detailing and setting for dinner

PORTECO INC.

(416) 992-8525

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- Performing other household duties as required

Qualifications

- Strong organizational skills
- Comfortable supporting basic food prep as necessary on occasion
- Strong cleaning skills
- Basic computer skills are an asset
- Reliable, professional, and attentive to detail
- Comfortable with the requirement to wear a uniform
- Valid G driver's license and a clean driving record (staff car available)
- Physically able to perform housekeeping duties
- Excellent mastery of the English language
- A minimum of 5 years' experience in a similar role
- Willing to sign a confidentiality agreement
- Willing to agree to a professional reference and background check
- Legally entitled to work in Canada
- This is a non-smoking, non-vaping residence

PLEASE NOTE: We thank everyone for their application. Unfortunately, only those who qualify for the position will be contacted due to response volume.