

## **Job #050 Housekeeper for Couple in Downtown Toronto**

Toronto, Ontario • Part-time • Based on experience

Young Couple seeks an experienced part-time, live-out Housekeeper for their Yorkville area home.

**Schedule:** Monday to Friday, half days amounting to 25 to 30 hours per week.

### **Duties & Responsibilities:**

- General housekeeping of an approximately 2,000 square foot home
- Laundry and ironing
- Using clothing steamer for garments
- Management and pick up of dry-cleaning. Maintenance of an in/out dry-cleaning list.
- Preparing nutritious dinners for the family to heat up when they arrive home from work. There are many grocery markets within walking distance. There is also a barbecue that can be used.
- Taking care (walking, feeding) of a loving and loveable family dog. There is a gated dog park within walking distance of the home. The dog can be let off the leash within the dog park.
- Occasional assistance with entertaining and greeting people is an asset
- Inventory management to include toiletries, cleaning products, fresh and dry grocery items
- Errands and grocery shopping
- Wardrobe management and organization
- Cleaning of small outdoor terrace area to include covering furniture in the event of rain
- Watering of outdoor plants (both potted and planted)
- Maintaining front entrance area

- Answering the telephone and taking accurate messages
- Report any household problems, malfunctioning items to the Principals as soon as possible
- Directing and supervising trades and vendors, while being mindful of security
- Receiving packages and deliveries
- Seasonal projects
- Deep cleaning projects
- This is a dynamic job description and will change as the family grows and evolves

**Skills & Attributes:**

- A minimum of 5 years' housekeeping experience in a professional home
- Experience in the care and maintenance of fine surfaces, furniture and artwork
- Experience with dogs. Must be an animal lover and capable of managing an energetic but well-trained young dog.
- Good laundry, hand-washing, and ironing skills
- Driving is an asset
- Should be a comfortable home cook who knows their way around the kitchen, can follow recipes, and follow favourite family recipes
- Must be able to work both independently and follow check lists
- Must be punctual and dependable
- The ideal candidate would be able to “hit the ground running” due to their experience in housekeeping
- Must have good listening skills
- Good command of English

- Ability to speak French is a definite asset
- Ability to communicate with Principals via telephone, text, and/or email is a must
- There is no travel required
- The ideal candidate is intelligent and not afraid to ask questions
- Must be willing to sign a confidentiality agreement
- Must be legally qualified to work in Canada

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