

## Job #079 Experienced Executive Housekeeper for Forest Hill Residence



Seeking an experienced Executive Housekeeper for a Forest Hill residence in Toronto. This is a full-time and live-out position. The position schedule is Monday to Friday, 8:30am to 6pm, however, flexibility is required. This semi-formal home is approximately 5,400 square feet and newly renovated with fine surfaces and antiques that require special care and maintenance. The residence is occupied by two adults and a pre-school child (there is a nanny). All applicants must hold current status to legally work in Canada. Sponsorship is not being considered.

### Primary Responsibilities:

- General hands-on management of the home to include housekeeping, laundry, ironing, wardrobe management, simple cooking and some errands
- Careful attention to housekeeping is essential as the home has fine surfaces, artwork and high-end antiques
- Good laundry and ironing skills are key
- Following fabric-care and stain removal guidelines are important. Practice careful attention to garment labels so as to identify what items should be hand-washed, laundered or go out for dry-cleaning.
- Maintaining an in-and-out list for dry-cleaning so that garments do not go missing
- Bed linen is sent out for laundering
- Returning laundered or dry-cleaned clothes to their designated area. Checking for loose buttons or general garment repair.
- Wardrobe management, however, no packing or unpacking is required
- Vendors are primarily booked by Mrs., but the Executive Housekeeper will manage and supervise. The Executive Housekeeper will interact regularly with a trusted General Contractor.
- Informing Principals of any system or item that requires repair
- Preparing simple meals for Mr. The nanny prepares meals for the pre-school child.
- Cleaning, organization of refrigerator that includes throwing out expired food items the day before garbage pick up
- Mrs. primarily does groceries, however, the Executive Housekeeper will manage inventories and create grocery lists that include food, cleaning products and toiletries
- Cleaning and organization of closets, drawers and cupboards
- Silver polishing
- Management of garbage and recycling that includes breaking down boxes to fit in recycling
- Keeping kitchen and appliances (large and small) clean and pristine
- Thorough cleaning of bathrooms to include replenishment of towels and toiletries
- Thorough cleaning of bedrooms including sending bed linens out for laundering and remaking beds with fresh linen

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- There is a gardener, however, there will be limited care of plants and planters
- Keeping exterior of house clean and debris free (terrace and decks)
- Shovelling and salting of front walkways during winter
- Mail and delivered package management
- Answering the telephone and taking accurate messages
- Front door management and being mindful of security of the residence and family
- Silver polishing
- Quarterly deep cleans of the residence
- Being prepared to perform occasional baby sitting
- Driving is an asset. In the event that the Executive Housekeeper drives, there will be occasional errands.
- Other related or non-related duties, as needed.

### **Qualifications:**

- A minimum of 5 years' experience working in a similar luxury residence
- Excellent housekeeping knowledge and a proven ability to care for and maintain fine surfaces, high-end antiques and artwork
- Should have a keen attention to detail
- Excellent laundry, ironing, fabric-care and stain removal skills
- Wardrobe management experience
- Must be child-friendly
- Good English communication skills (verbal and written)
- A willingness to ask intelligent questions as needed
- Organized with an ability to multi-task
- An ability to work either independently or with instruction
- The Executive Housekeeper should be capable of identifying and anticipating projects and tasks with good follow-through
- The ideal candidate pays attention to details, has common sense and the ability to execute and "figure things out"
- Ability to drive is an asset
- Prepared to offer schedule flexibility
- The ability to demonstrate an appropriate level of courtesy, integrity, respect and discretion is essential. A polished and professional bearing is expected.
- Must be punctual and reliable
- The candidate should be physically fit and able to lift 30 lbs
- The successful candidate will understand professional boundaries
- Maintain confidentiality and security of all household information and property. Must be willing to sign a confidentiality agreement.
- Must be legally eligible to work in Canada. Sponsorship is not being considered.
- Must have no criminal record
- This is a smoke-free work environment

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