

## Job #170 Cook Housekeeper with Forest Hill Family



Toronto family in Forest Hill is seeking an experienced Cook Housekeeper for their family of four (two school-aged children and a hypoallergenic dog). The position is full-time and live-out. The schedule is Monday to Friday from 10am to 7pm (degree of flexibility required). The position pays well for someone with experience.

The home is approximately 5,000 square feet and a cleaning crew comes in once a week to do deep cleans. While there are children, this is not a nanny's position. The mother is hands on with her children, but assistance might be requested from time to time, so applicants must be both child and dog-friendly.

This is an opportunity with good employers who treat staff well. Applicants should have a high level of professional experience in the areas of housekeeping, laundry, ironing, and wardrobe management. They should also be good home cooks (menus will be provided).

**Applicants must hold current status to work legally in Canada. Applicants must also be fully vaccinated against COVID-19.**

### Major Responsibilities:

- General housekeeping, laundry, ironing, and cooking
- Employing a top to bottom, right to left cleaning methodology while paying attention to ceiling areas and removing cobwebs
- Vacuuming, safe mopping and drying of floor surfaces
- Laundry, ironing and folding. Checking all labels prior to laundering.
- Changing bed linen on a weekly basis including ironing of bed linen
- Replacing bathroom towels, bath mats, and toiletries on a daily or as-needed basis
- Wardrobe management including seasonal clothing rotation
- Organizing garments for dry-cleaning
- Preparing lunch and dinner for the family. Should be open to learning family recipes. This includes preparing and packing lunch boxes for a school-aged children.
- Telephone and front door management. Taking accurate messages.
- Receiving deliveries and placing them in designated place
- Inventory management — toiletries, cleaning products, fresh and dry grocery items. The employer does all the marketing, but will rely on the housekeeper to keep track of inventories and provide shopping lists (food, toiletries, cleaning products)

## **Job #170 Cook Housekeeper with Forest Hill Family**

- Keeping kitchen meticulously clean including deep-cleaning of refrigerator and reorganization
- Cleaning of kitchen appliances (small and large)
- Walking small, friendly hypoallergenic dog
- Making sure that the front door entrance is clean and debris-free
- Promptly report household problems, malfunctioning items to the employer
- Management of garbage and recycling. Keeping garbage area clean.
- Silver polishing
- Detailing of the home prior to leaving
- Making sure that the home is locked and the security alarm is on prior to leaving
- This is a dynamic job description and will change from time to time
- Other occasional duties related to the employer's company needs

### **Job Qualifications and Requirements:**

- Minimum of 5 years' professional housekeeping experience in a high-end home with fine surfaces, furnishings and furniture
- A happy and personable demeanour
- Someone who is proud in what they do and consider it to be a profession
- Good home-cooking skills. Applicants should know their way around a kitchen and be able to follow recipes. They should also enjoy cooking.
- Good laundry, hand-washing, and ironing skills
- Must be child-friendly
- Must be dog-friendly
- Driving is an asset but not a pre-requisite
- Must have good communication and listening skills
- Must be able to work both independently and follow check lists
- Must be punctual and dependable
- Show initiative and be energetic while respecting employers' privacy
- The ideal candidate would be able to "hit the ground running" due to their experience
- Must be an organized worker with an eye for detail
- Should have a happy and positive attitude
- Happy to work while the employers are at home
- This is a non-smoking residence
- Must be fully COVID vaccinated and must be willing to follow COVID safety protocols
- Must be willing to sign a confidentiality agreement
- Must be legally qualified to work in Canada

**PORTICO INC.**

(416) 992-8525

[www.porticostaff.com](http://www.porticostaff.com)