

Job #129 Housekeeper for Private Estate in Milton, Ontario



Milton, Ontario family is seeking an experienced Housekeeper for the family's multiple building estate. The family is informal and seeks a relaxed professional who is both friendly, however, understands boundaries. The position is full-time (40 hours per week), live-out, Monday to Friday and offers a good salary for the right individual as well as three weeks' vacation. There is no travel in this position.

The ideal candidate is a career Private Service Professional who consistently takes pride in their work and the knowledge they have developed over the years. They should have experience working in luxury homes and knowledge of how to safely care for fine surfaces, furnishings and wardrobes. It is also important that the Housekeeper not be afraid to ask questions when unsure. Be sure and do no damage is the guiding principle.

This position is only open to individuals who hold current status to legally work in Canada.

Primary Responsibilities:

- Regular housekeeping duties (dusting, vacuuming, bathroom hygiene, washing floors, laundry and ironing). There is no cooking in this role.
- The role is split between three homes and a small office
- Deep cleaning of cupboards, drawers and closets when the schedule permits
- Maintaining care of household valuables (art, furniture, china, crystal and other special collections) according to established care protocols
- Management of dry-cleaning according to an in/out system
- Assisting with taking household inventories of consumable goods (cleaning supplies, groceries and personal care items) and establishing purchase lists. Errands to purchase the provisions.
- Answer the door and telephone with security and safety in mind. Take accurate messages.
- Admitting pre-approved trades and vendors for necessary business in the households
- Notify Principals or another party if something is damaged, not working and requires attention
- There are two maintenance staff members who look after the physical elements of the properties. Maintenance is a resource should the housekeeper discover any problems within the home.
- Always maintain confidentiality
- Anything else that might be required from time to time
- It is acknowledged that this job description is an evolving document that will change according to developments

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Qualifications:

- Must have previous experience working in a semi-formal residence as a housekeeper
- Must have a valid G-Level driver's license with a clean driving record
- Excellent housekeeping, laundry and ironing skills
- Knowledge of correct use of products and methods for fine finishes and surfaces. If unsure, the candidate must have the confidence to ask.
- Should be an organized and systematic worker who is able to work in a self-directed and proactive manner (they should also be willing to receive special instructions from the employers). There will be an orientation on family preferences.
- Be able to create duty checklists of duties for daily, weekly, monthly, and seasonal tasks
- An eye for detail is key
- Must maintain privacy and confidentiality at all times, exercise diplomacy, discretion and respect of boundaries
- Applicants must be service oriented with excellent English communication skills
- A pleasant and happy personality is important
- Must be legally entitled to work in Canada