



DOMESTIC PERSONNEL

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Housekeeper

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For more information:

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Position: Housekeeper
Location: Vancouver, British Columbia
Date: July 2011
Remuneration: \$35 000 to \$60 000 /year, gross
Position status: Full-time, Live-out

DESCRIPTION

Private family seeks an experienced, mature, professional housekeeper who will take charge of the different aspect of the cleaning maintenance of a large vacation residence. Supervised by the estate manager, the successful candidate will:

- Daily cleaning and care of the residence.
- Cleaning of the silver, china, crystal, fine art and delicate surfaces.
- Carry out washing, ironing, steaming and linen care, including hand washing delicate items like silk and cashmere.
- Make the beds.
- Organize and maintain closets.
- Unpack and pack luggage.
- Run errands and carry out special requests for the family on occasion.
- Taking messages and answering the telephone including greeting of guests and visitors.

REQUIREMENTS

- Excellent English communications skills.
- A minimum of 3 years of work experience in a private household.
- Understands that the utmost in confidentiality and discretion is required.
- Ability to work independently and as part of a team.
- Exceptional organizational skills.
- Experience with museum quality cleaning and care for antiques, silver, fine art, etc.
- Flexible hours and scheduling with availability to work as needed.
- Capacity to work long hours during peak seasons.
- Committed to a healthy lifestyle and must have a polished and well-groomed professional appearance.
- Access to own vehicle is an asset and must have a valid driver's license.
- Familiar with computers.
- Legally able to work in Canada.
- Have outstanding verifiable references.
- Non-smoking
- No pets

QUALITIES

- Autonomous and dynamic.
- Patience, self-control and honesty.
- Adaptation capacity.
- Proactive and anticipatory, with a service heart.
- Discreet, detail-oriented, good presentation.
- Well-mannered and courteous.
- Able to build rapport and credibility quickly with principals and staff.
- Poised and professional at all times, even under pressure.



Elite Domestic Personnel

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