



DOMESTIC PERSONNEL

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Housekeeper / Governess

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For more information:

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Position: Housekeeper / Governess
Location: Terrebonne, Québec
Date: August 2011
Remuneration: \$30 000 /year, gross
Position status: Full-time, permanent position. Live-out.

DESCRIPTION

Private family seeks an experienced, mature, professional housekeeper / governess who will take charge of the different aspect of the cleaning maintenance of a family residence. Supervised directly by the principal, the successful candidate will:

- Daily cleaning and care of the residence.
- Cleaning of 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.
- Planification, preparation and service of the dinner and afternoon snacks.
- Run errands including grocery shopping and carry out special requests for the family on occasion.
- Taking messages and answering the telephone including greeting of guests and visitors.

REQUIREMENTS

- Excellent French communications skills.
- A minimum of 2 years of work experience in a private household.
- Understands that the utmost in confidentiality and discretion is required.
- Ability to work independently.
- Exceptional organizational skills.
- Flexibility to work outside of strict job description parameters, thinking creatively about how to provide the highest quality of service.
- Good cooking skills with family style food & beverage service.
- Must have a vehicule and a valid driver's license.
- Legally able to work in Canada.
- Have outstanding verifiable references.
- Non-smoking environment.

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 family members.
- Poised and professional at all times, even under pressure.



Elite Domestic Personnel

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