



DOMESTIC PERSONNEL

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A service provided by Vivez la vie

Domestic aide / Governess / Butler

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For more information:

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Position: Domestic aide / Governess / Butler
Location: Île des Soeurs, Québec
Date: September 1st, 2011
Remuneration: \$15 to \$20 /hour (2 weeks vacation paid, cell phone provided)
Position status: Part-time (±25 hours/week), 1 year commitment, live-out.
Tuesday to Friday, 11 am to ±7pm

DESCRIPTION

Our client seeks an experienced domestic aide who will take charge of the different aspect of the cleaning maintenance of their residence. The position is part-time and permanent. Supervised directly by the employer, the successful candidate will:

- Day to day running of residence and property.
- Maintaining the house calendar and providing prior notification to the family of the scheduling of maintenance/repair activities.
- Daily cleaning and care of the residence.
- Maintaining the general appearance of the home.
- Carry out washing of sheets and towels as well as ironing.
- Make the beds.
- Planning and preparation of the dinner.
- Run errands including grocery shopping and carry out special requests on occasion.
- Taking care of the indoor plants.
- Greeting of visitors and guests.
- Handling special requests and related duties as needed.
- Live-in while the employer is travelling.
- Pet care.

REQUIREMENTS

- A minimum of 2 years of work experience in a private household.
- Excellent French or English communications skills.
- Good healthy family grade culinary skills.
- Flexibility to work outside of strict job description parameters, thinking creatively about how to provide the highest quality of service.
- Hands-on in maintaining physical house systems.
- Have outstanding verifiable references.
- Must have a vehicule and a valid driver's license.
- Non-smoking environment.
- Must like dogs.
- Be at ease using a Smart Phone and using the internet.

QUALITIES

- Initiative in tackling home projects hands-on.
- Professional and polished.
- Energetic with a strong work ethic, strong communication skills and ability to anticipate needs of the employer.
- Exceptional organizational skills.
- Ability to work independently.



Elite Domestic Personnel, by Vivez la Vie

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