



DOMESTIC PERSONNEL

PLACEMENT TRAINING CONSULTATION  
AMERICAS EUROPE MIDDLE EAST ASIA AFRICA

A service provided by Vivez la Vie

## HOUSE COUPLE OPEN POSITION

This is an exciting opportunity to provide hands on household management to an executive residence. Our client is seeking a live-in **House Couple** who will be responsible for the daily running of a large residence in Chicago, Illinois. Supervised directly by the employer, the responsibilities of the selected couple will be:

- Day to day running of residence and property.
- Maintaining the house calendar of events and house maintenance /repair activities.
- Menu-planning and meal preparation.
- Food and beverage service for family and guests.
- Greet visitors and guests.
- Event planning and assistance with private and social events.
- Dealing with household vendors and contractors.
- Scheduling trades, vendors and landscapers for seasonal work year round.
- Supervising the housekeeper and laundress staff, but also working alongside.
- Full participation with housekeeping, laundry, iron and wardrobe management.
- General handyman services and facilities. (including HVAC, repairs, pool, etc)
- Maintaining the general appearance of both inside and outside the home.
- Maintenance of the pool and spa.
- Chauffeuering the family when required and vehicle management.
- Procuring equipment, supplies and services and general errands. (including grocery shopping)
- Monitor household budgets and costs for vendors and trades.
- Organize and manage household inventory, closets and storage areas.
- Maintain floral and seasonal décor for holidays.
- Care of fine furnishings and finishes.
- Answering of telephone and taking messages.
- Traveling occasionally.
- Handling special requests and related duties as needed.

### Requirements:

- Minimum 5 years experience working in a formal household.
- Strong English communication skills.
- Experience supervising household staff as well as working with service staff and other outside vendors.
- Demonstrate an understanding of complex physical house systems (lighting, heating and cooling, security), including "smart home" systems.
- Good healthy family grade culinary skills.
- Comfortable working with computers.
- Flexibility to work outside of strict job description parameters, thinking creatively about how to provide highest quality of service.
- Working knowledge of all areas of property maintenance
- Valid driver's license with clean record.

### Qualities:

- Honest and committed individual who is a self starter, having attention to detail and strong follow through from start to finish on projects.
- Ability to work under minimal direction with an emphasis on client service.
- Open to new feedback and continuous learning.

### Conditions:

- \$65 000 /\$80 000+ per year, plus benefits.
- Live-in / Full-Time / Permanent position.
- Starting date: March 2012 (or sooner)
- Location: Chicago, Illinois, USA

### Contact:

+1 888 601-7812  
placement@elitedomo.com



**Elite Domestic Personnel**, by Vivez la Vie

1250 Rene-Levesque West, Suite 2200, Montreal, Quebec, Canada, H3B 4W8  
Phone: +1 514 312-7019 | Fax: +1 514 373-6123 | info@elitedomo.com | www.elitedomo.com