



DOMESTIC PERSONNEL

PLACEMENT TRAINING CONSULTATION

AMERICAS EUROPE MIDDLE EAST ASIA AFRICA

A service provided by Vivez la Vie

EXECUTIVE HOUSEKEEPER OPEN POSITION

Our client is seeking a live-out **Executive Housekeeper** who will be responsible for the cleaning and cooking at an executive residence in Toronto, Ontario. Supervised by the house manager, the responsibilities of the selected candidate will be:

- Carry out washing, ironing, steaming and linen care, including washing delicate and high-end items.
- Hand iron sheets.
- Make beds.
- Organize and maintain closets.
- Pack and unpack luggage.
- Clean china, silver, crystal, antiques, fine art and delicate surfaces.
- Care of fine furnishings and finishes.
- Maintaining the general appearance of both inside and outside the home.
- Menu-planning and meal preparation.
- Food and beverage service for family and guests.
- Occasional chauffeuring the family when required and vehicle management.
- Procuring equipment, supplies and services and general errands. (including grocery shopping)
- Organize and manage household inventory, closets and storage areas.
- Maintain floral and seasonal décor for holidays.
- Greet visitors and guests.
- Answering of telephone and taking messages.
- Handling special requests and related duties as needed.

Requirements:

- Minimum (3) three years experience working in a luxury residence.
- Strong English communication skills.
- Good culinary skills. Able to prepare simple healthy meal and BBQ skills.
- Comfortable working with computers and Smartphones.
- Flexibility to work outside of strict job description parameters, thinking creatively about how to provide highest quality of service.
- Physically fit.
- Working knowledge of all areas of property maintenance.
- Must like dogs.
- Valid driver's license with clean record.

Qualities:

- Honest and self-starter.
- Ability to work under minimal direction with an emphasis on client service.
- Exceptional organizational skills.
- Extreme attention to details.
- Energetic with a strong work ethic, strong communication skills and ability to anticipate the needs of the household.
- Professional, polished, and maintain confidentiality at all times.
- Must be a team player.

Conditions:

- \$30 000 to \$38 000+ per year.
- 3-week paid vacation
- Live-out / Full-Time (Monday to Friday) / Permanent.
- Starting date: March 2012 (or sooner)
- Location: Toronto, Ontario, Canada

Contact:

1-888-601-7812
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