



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 Toronto, Ontario. Supervised directly by the employer, the responsibilities of the selected couple will be:

- 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.
- Handling special requests and related duties as needed.

Requirements:

- Minimum 5 years experience working in a formal household.
- Strong English communication skills, German speaking is an asset.
- 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 culinary skills. Able to prepare a 5-course dinner.
- 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.
- Working knowledge of all areas of property maintenance
- Valid driver's license with clean record.

Qualities:

- Honest and self starters.
- 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.

Conditions:

- \$80 000 to \$120 000+ per year, plus benefits.
- Car and staff house provided.
- Live-in / Full-Time / Permanent position.
- Starting date: March 2012 (or sooner)
- Location: Toronto, Ontario, Canada

Contact:

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