
International Domestic Placement Group

www.DomesticPlacementGroup.com

You are on call 24 hours per day, not always working, but on call.

Serve a morning tray to employers and guest at the arranged wake up time.

It usually contains coffee or juice with a newspaper.

Breakfast downstairs and is the most informal meal, if we have guest, it is served buffet style.

2nd Coffee- an hour or two after breakfast - a good time to sit down with Mrs. to check and confirm the day's events.

During the day we keep up the books, serve a second coffee or tea, spend time in the office, check the staff, run the children to school, sit down w/ Mrs. Lee for updates regarding the day or future plans, arrange family and household appointments, and never forget to re-confirm, answer doors and phone calls, keep an eye on the staff.

Make time for staff meetings with the housekeeper and the chef (usually a working breakfast served by staff, 1-4x per month) discussing events, problems & concerns from the past, present and the future - try to resolve it.

Shopping in the morning, check on the expected vendors, deliveries and mail, flowers, bring in experts for cleaning/repairs, prepare lunch, which normally takes one hour because of afternoon appointments for Mr. Lee. Prepare afternoon tea then begin the set up for the dinner table, this table should be set-up when Mr. Lee arrive from work, so dinner can be served any time. Last thing in the evening, before retiring, prepare morning trays with non-perishables (we don't do this earlier in the day because they would be in our way and we don't know what they want on the tray).

Additional duties include:

- packing and unpacking
- maintain closet / shoes / clothing & repairs
- furniture
- interviewing/ hire/ fire staff/
- staff inspection before every meal
- service cars
- oversee gardener
- balance accounts, pantry and other books
- plans for holiday/ entertaining & decor
- party/ event planning
- make sure the family is in good health - SHOW CARE