

SupaCare Services

A HOUSEKEEPER'S DUTIES

Checklist

- General household cleaning to include dusting, vacuuming and polishing
- Laundry, washing and ironing clothing, sheets and blankets
- Clear rubbish and waste paper bins
- Clean bathrooms, basin and lavatories
- Washing/scrubbing tiled surfaces
- Ironing shirts, sheets and anything else required
- Make sure all surfaces are dusted including window frames and skirting boards
- Advise employer of all products necessary for cleaning and when they need replacing
- Make sure cupboards are kept neat and tidy
- Ensure all kitchen equipment is kept clean such as oven, hobs and dishwashers
- Beds and linens changed regularly
- Mirrors and glass surfaces kept clean
- Ensure wardrobes and draws are kept neat and tidy
- Clean and polish silverware regularly
- Watering household plants
- Advise employers of any domestic repairs or replacements that require attention
- Answer a landline and take messages as required
- If there are pets they may be expected to feed and walk them
- Leave the house to perform errands for the employer
- Take children to and from school
- Look after children when they are in the home
- Agree menus with employer on a daily or weekly basis and plan and prepare meals
- Lay and serve a table
- Set the security alarm on the house

NOTES