



Website: www.homelinkworkagency.co.za
Tel: 0126451032/ Cell: 0712628791
Email: info@homelinkworkagency.co.za

HOMELINK 2016 FEES

Homelink placements are divided into two categories;

- **SHORT TERM PLACEMENT.**
- **LONG TERM PLACEMENT.**

1. **SHORT TERM PLACEMENT (TEMPORARY PLACEMENT/EMERGENCY PLACEMENT/ON CALL PLACEMENT).**

1.1 Placement of a candidate for a period of not more than a month e.g. a day, week or a month.

1.2 A once-off admin fee is of R300 is payable before the client could interview the selected candidates. The balance outstanding will have to be paid after the interview and or before the candidate report for duty and or the client could make payment arrangement with the office about the outstanding balance. The balance will be determined by the short term period of employment as indicated below (see point 3).

- 1.3 Temporary nannies or domestic workers will be charge hourly or their daily (depending on the client needs).
1.4 Client needs to contact the office for daily rate as they differ in accordance to the needs of the client.
1.5 Daily rate (salary) need to be paid directly to the office before the candidate could start to work.
1.6 Salaries for short term placement is handled by the office.
1.7 The procedure for selection and placement of a candidate is the same as the long term placement.
1.8 Probation period will be given to the client.
1.9 Placement guarantee is given to our placement.

NB: For more information about short term/emergency placement contact our office.

2. **LONG TERM PLACEMENT AND ADMIN FEES (PERMANENT PLACEMENT).**

- 2.1 Placement of a candidate for a period of more than a month and not less than 12 months.
2.2 Once-off non-refundable placement and admin fees of R2500 is required for a long term placement (full time).
2.3 A non-refundable admin fee R300 needs to be paid before we book the candidate for interview.
2.4 The balance placement fee of R2200 will have to be paid after the interview and or before the candidate report for duty and or the client could make payment arrangement with the office about the outstanding balance.
2.5 A 1 month probation period is given.
2.6 A 12 month placement guarantee (check our terms and conditions).

3. **SHORT TERM PLACEMENT AND ADMIN FEES.**

3.1 **Employment period of 6 months.**

- A placement and admin fees for period of 6 months R1500.

3.2 **Employment period of 4 months.**

- A placement and admin fees for period of 4 months is R850.

3.3 **Employment period of 3 months.**

- A placement and admin fees for period of 3 months is R650.

3.4 **Employment period of a month and less** (check our terms and conditions).

- A placement and admin fees for period of a month and less is R400.

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Facebook page: [homelinkworkagency2](https://www.facebook.com/homelinkworkagency2)

Twitter: [@homelinkagency](https://twitter.com/homelinkagency)

Physical address: 32 Cavallion Complex: Arundo Estate: 66 Reitspruit Street and Rooihuiskraal road: The reeds, centurion.

Operational hours: weekday 8am-6pm; Saturday 8am to 5pm, Sunday 9am to 5pm

Homelix business partners:



LexisNexis



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DomestiCare
Homecare for domestic workers

apsso™
Federation of
African professional staffing organisations



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NB: A placement guarantee is given towards the whole periods of placement as indicated above(Check our terms and conditions).

4 Homelinkworkagency is an employment agency not responsible for the payment of salaries.

4.1 Employee stays in rate (sleep in).

Our employee recommended **salary rate start from** R95 per day will always encourage employers to evaluate their Job description and or work schedule before they can finalize the payment rate.

Nanny (stay-in) –start from R2200-above (determined by the job description/work schedule and the size of the house).
 Housekeeper (stay-in) - R2600-above, (determined by the job description/work schedule and the size of the house.)
 Domestic Worker (stay-in) - R2200-above (determined by the job description/work schedule and the size of the house.)

4.2 Employee stays out rate (sleep out).

Our employee recommended **salary rate start from** R122 daily(determined by the job description/work schedule and the size of the house).

Nanny (stay-out) - R2800 above, (determined by the job description/work schedule and the size of the house)
 Domestic worker (stay-out) - R2800-above (determined by the job description/work schedule and the size of the house)
 Housekeeper (stay-out) - R2900-Above, (determined by the job description/work schedule and the size of the house)

Homelink will assist with facilitating salary negotiation between employee and employer after the interview, the salary will always be determined by the employer job description/daily schedule, municipal area (residential area) and the size of the house.

5. Homelink banking details

NB:Homelinkworkagency is part of **HOMELIX GROUP (PTY) LTD.**

HOMELINKWORKAGENCY BANKING DETAILS

Name of bank	First National Bank
Name of the account	Homelix group
Account number	62647646796
Type of account	Cheque account
Branch number	260216
Branch name	Lifestyle Centre(Centurion)
Reference number : your name and surname	
Kindly send us proof of payment via email for us to can start with the recruitment process.	

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Domestic Worker and or Nanny Job description

- Child Minding / Baby Sitting
- Minding Old/Sick Employer or relative
- General tidying of the house
- Making of Beds
- Vacuuming of Carpets
- Vacuuming of Upholstery
- Dusting
- Wiping down of all appliances e.g. TV etc
- Cleaning of walls, Light Switches, doors, etc
- Cleaning of ornaments
- cleaning of toilets, basins, baths, showers, etc
- Mopping of tiled/vinyl floors
- Cleaning of inside of cupboards
- Cleaning of stove and oven
- Preparation/Cooking of Breakfast
- Preparation/Cooking of Lunch
- Preparation/Cooking of Supper
- Setting of table
- Cleaning away after Breakfast/Lunch/Supper
- Polishing of Floors and Verandahs
- Cleaning Brass and Silver
- Hanging out of Laundry
- Washing of Curtains
- Small mending job, e.g. replacing buttons, hems, etc
- Defrosting and cleaning fridge & freezer
- Cleaning of windows and glass doors inside and out
- Cleaning of all used equipment e.g. vacuum cleaner
- Packing away of groceries
- Removal of refuse for collection
- Sweeping of outside patios, steps, etc
- Wiping down of outside lights
- Cleaning of outside room's and cloakroom
- General driving duties and errands
- Wash cars
- Maintain garden in clean and tidy condition
- Caring for pool
- Mow lawns
- Weeding
- Trimming and pruning
- Washing and grooming of dogs
- Painting of walls
- Washing of Walls
- Laundry-Machine Wash
- Laundry-Hand Wash
- Ironing

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DOMESTIC WORKER AND OR NANNY WORKING SCHEDULES

Type of the house: _____ Number of the Rooms: _____
 Numbers of Childrens: _____

Below is the sample schedule that the employers need to complete to evaluate the job description against the salary to be offered to the domestic worker/nanny after the interview.

Week 1	Week 2	Week 3	Week 4
Monday	Monday	Monday	Monday
Laundry + bedding	Laundry + bedding	Laundry + bedding	Laundry + bedding
Mop	Mop	Mop	Mop
Bathrooms	Bathrooms	Bathrooms	Bathrooms
_____	_____	_____	_____
_____	_____	_____	_____
Tuesday	Tuesday	Tuesday	Tuesday
Bedrooms	Bedrooms	Bedrooms	Bedrooms
Vacuum	Vacuum	Vacuum	Vacuum
Home office	Clean hobby spaces	Home office	Clean hobby spaces
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Wednesday	Wednesday	Wednesday	Wednesday
Kitchen - general cleaning	Kitchen - general cleaning	Kitchen - general cleaning	Kitchen - general cleaning
Kitchen - clean fridge	Kitchen - clean stove top	Kitchen - clean microwave	Kitchen - clean oven
Kitchen - upper cupboards	Kitchen - lower cupboards	Kitchen - walls & windows	Kitchen - small appliances
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Thursday	Thursday	Thursday	Thursday
Living room	Family room	Laundry room	Closets
Hallway walls, front door	Vacuum couches	_____	_____
Dust	Bookshelves	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Friday	Friday	Friday	Friday

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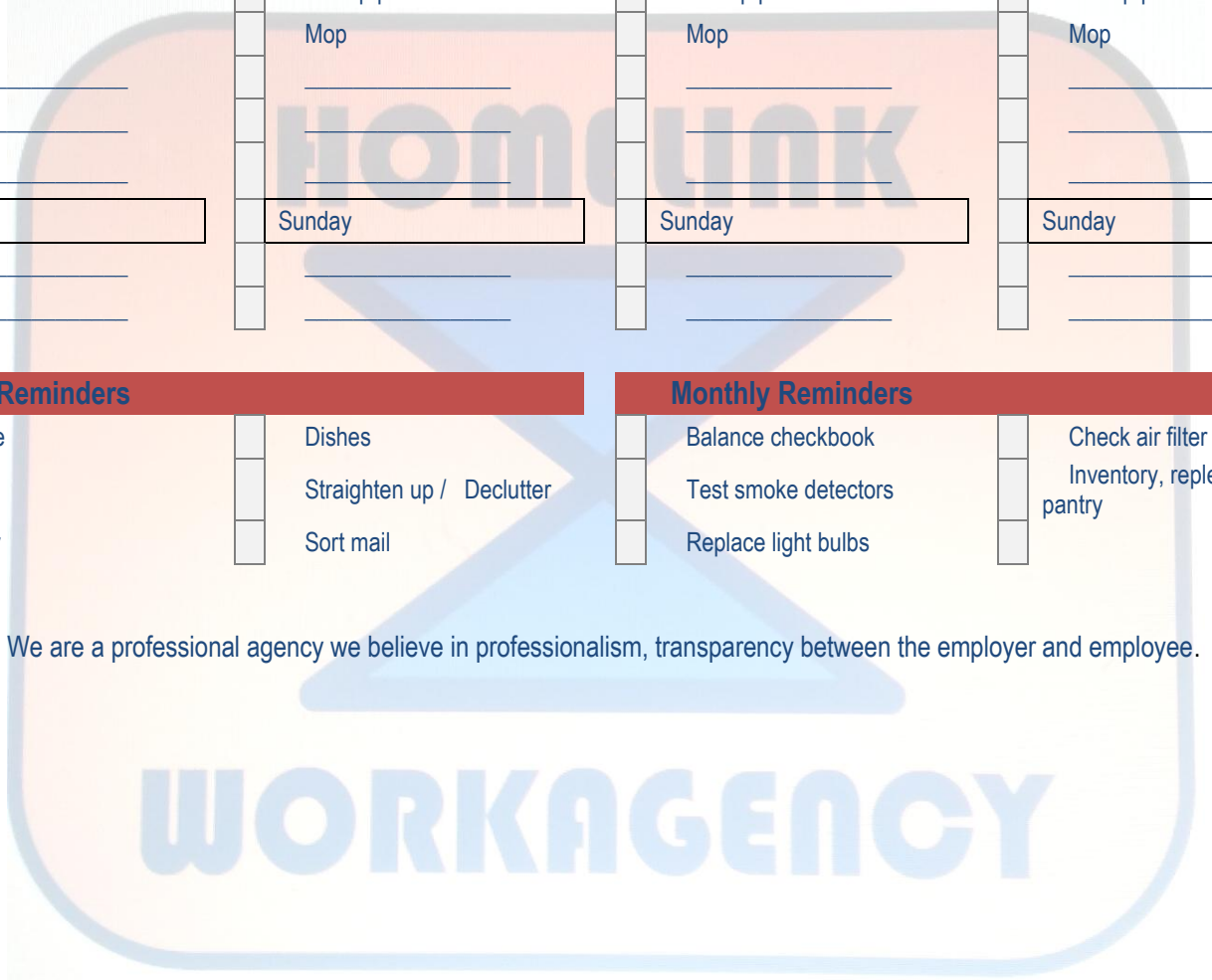
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Bathrooms Wipe walls and doors _____ _____	Bathrooms Master shower _____ _____	Bathrooms Clean toy shelves _____ _____	Bathrooms Garage _____ _____
Saturday	Saturday	Saturday	Saturday
Sweep porch Mop _____ _____	Sweep porch Mop _____ _____	Sweep porch Mop _____ _____	Sweep porch Mop _____ _____
Sunday	Sunday	Sunday	Sunday
_____ _____	_____ _____	_____ _____	_____ _____

Daily Reminders	
Exercise	Dishes
Sweep	Straighten up / Declutter
Laundry	Sort mail

Monthly Reminders	
Balance checkbook	Check air filter
Test smoke detectors	Inventory, replenish pantry
Replace light bulbs	

We are a professional agency we believe in professionalism, transparency between the employer and employee.



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