



Website: www.homelinkworkagency.co.za
 Contact numbers: 0126451032/0712628197
 Email: info@homelinkworkagency.co.za

DOMESTIC WORKER OR

NANNY JOB DESCRIPTION AND DAILY SCHEDULE .

Homelink require the employer (client) to disclose their house/home/office job description and daily schedule to enable the agency to can be able to monitor the employee (nanny or domestic worker) performance. This will enable both the employer and employee to work together in a harmonious environment.

DOMESTIC WORKER AND OR NANNY WORKING SCHEDULES

Type of the house: _____ Number of the Rooms: _____ Numbers of Children's: _____

DOMESTIC WORKER AND OR NANNY JOB DESCRIPTION

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

Week 1

Monday

Laundry + bedding
Mop
Bathrooms

Tuesday

Bedrooms
Vacuum
Home office

Week 2

Monday

Laundry + bedding
Mop
Bathrooms

Tuesday

Bedrooms
Vacuum
Clean hobby spaces

Week 3

Monday

Laundry + bedding
Mop
Bathrooms

Tuesday

Bedrooms
Vacuum
Home office

Week 4

Monday

Laundry + bedding
Mop
Bathrooms

Tuesday

Bedrooms
Vacuum
Clean hobby spaces



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Wednesday	Wednesday	Wednesday	Wednesday
Kitchen - general cleaning Kitchen - clean fridge Kitchen - upper cupboards	Kitchen - general cleaning Kitchen - clean stove top Kitchen - lower cupboards	Kitchen - general cleaning Kitchen - clean microwave Kitchen - walls & windows	Kitchen - general cleaning Kitchen - clean oven Kitchen - small appliances
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Thursday	Thursday	Thursday	Thursday
Living room Hallway walls, front door Dust	Family room Vacuum couches Bookshelves	Laundry room	Closets
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Sunday	Sunday	Sunday	Sunday

Daily Reminders		Monthly Reminders	
<input type="checkbox"/>	Exercise	<input type="checkbox"/>	Balance checkbook
<input type="checkbox"/>	Sweep	<input type="checkbox"/>	Test smoke detectors
<input type="checkbox"/>	Laundry	<input type="checkbox"/>	Replace light bulbs
<input type="checkbox"/>	Dishes	<input type="checkbox"/>	Check air filter
<input type="checkbox"/>	Straighten up / Declutter	<input type="checkbox"/>	Inventory, replenish pantry
<input type="checkbox"/>	Sort mail		

BENEFITS FOR OUR CLIENTS (EMPLOYERS)

- Candidate criminal history check,
- Pre-employment polygraph (T&C),
- Nanny or domestic worker work reference check-up,
- Nanny or domestic worker performance follow-up,
- One month nanny or domestic worker probation period,
- 12 months guarantee in our entire placement,
- Excellent personal customer service,
- Value for money(able to replace the candidate if she is not performing)(T&C),
- Quick turnaround time,
- Helping with contract of employment,
- Once-off admin and placement fees.