



The Ontario Employment Agency Inc

www.oceanannys.com

Address: 1986 Mississauga Rd.,  
Mississauga, Ontario,  
L5H 2K6 Canada

Telephone: 416-699-6931  
Fax: 905-278-2344

## JOB DESCRIPTION

CAREGIVER'S NAME : \_\_\_\_\_

### CHILDCARE

A live in caregiver is required to provide complete child care for the following children's names: \_\_\_\_\_  
\_\_\_\_\_

EMPLOYERS NAMES: \_\_\_\_\_

Child care includes providing meals, bathing, cleaning, and interacting with the children.

We ask that you provide a loving and caring environment for the children. You must play with the children, both inside and outside. You should read to the children, and do arts and crafts with them. You are to try to stimulate them as much as possible, as we don't rely on television at all. Child care also includes walking the children to and from their activities and programmes. These activities are within walking distances from home. You are to remain at the activities if necessary, and must arrive at the activity on time and pick up the children on time.

### HOUSEWORK

While a specific daily schedule of the routine for household cleaning will be provided to you, this is a general description of the tasks that you will be required to undertake over the six days work week:

- \* Change beds, linens, towels
- \* Wash all clothing and linens ( laundry )
- \* Iron clothes
- \* Vacuum carpets and sofas
  
- \* Dust all furnitures, light switches, appliances, light fixtures, lamps, fans, televisions,
- \* Telephones, pictures frames, picture, mirrors, ( and move all objects ) .
- \* Wash and dust windows sills and top windows.
  
- \* Clean all bathroom, toilets, sinks, showers, and baths, tiles, wash floors, using proper cleaning solutions.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- \* Clean the kitchen, all appliances are to be polished, dust and wash the outside and
- \* Inside of all cupboards, wash floor. Clean inside drawers and cupboards. Clean and
- \* wash inside of refrigerator. Clean light fixtures.
  
- \* Clean and polish silverware.

**You are also to participate in an annual household spring cleaning, which includes cleaning the inside of the home.**

## **COOKING**

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You are asked to cook breakfast, lunch and dinner for the family. In this regard, you shall set the table properly. You are also asked to clean up after the meals and both load and unload the dishwasher.

The sort of food that we like to eat will be explained to you. Generally, we are simple eaters and therefore do not required gourmet - like cooking. All this can be discussed when you arrived.

You are asked to plan meals and advise us of food that must be purchased, on a weekly basis, in order to ensure that the kitchen is well stocked. A running grocery list should be kept and you shall advised Mr. or Mrs. \_\_\_\_\_ of the purchases required on a weekly basis.

The children need to be fed earlier than the adults, as they get hungry before the adults are ready to eat. You should therefore be able to plan meals and cook them properly so that the children's needs are met and the food is still appetizing for the adults who will eat later.

You are responsible to ensure that the children have nutritious snacks throughout the day.

## **SLEEPING ARRANGEMENTS**

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You will be provided with a private room.

**DAYS OFF:** Will be **ONE DAY**, either Tuesday and Wednesday, or Saturday and Sunday.

Schedule will be discuss upon arrival.

\_\_\_\_\_ **AND** \_\_\_\_\_

# **EVENINGS - BABYSITTING**

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You are asked to provide some evenings baby - sittings for the children. This \_\_\_\_\_ will allow Mr. and Mrs. \_\_\_\_\_ To go for grocery shopping and attend social and business events. **\*NOTE\* EXTRA BABYSITTING DURING YOUR 5 DAYS OF WORK IS REQUIRED AND IS ALREADY INCLUDED IN YOUR SALARY.**

**SALARY:** \_\_\_\_\_ \$ \_\_\_\_\_ Per month BASED ON 12 HOURS DAY WORK WITH BREAKS IN BETWEEN, 5 DAYS A WEEK , 2 DAYS OFF.

## **VACATIONS**

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There may be occasions when you will be asked to provide vacation child care for the children to allow Mr. and Mrs. \_\_\_\_\_ to vacation. Advance notice will be provided to you and additional monetary compensation will be provided. There will be also occasions when you will be asked to attend on our family vacation both in and outside Ontario and Canada. Advance notice will be given to you in order to ensure that your visa requirements can be met.

I - \_\_\_\_\_ FULLY WILL PROVIDE TWO YEARS TERM OF SERVICE AND BEFORE SIX MONTHS OF EXPIRATION OF MY SECOND YEAR OF SERVICE I WILL PROVIDE ADVANCE NOTIFICATION OF TERMINATION OF MY SERVICES WITH MR. OR MRS. \_\_\_\_\_

**I HAVE READ AND UNDERSTOOD THE GENERAL JOB DESCRIPTION AND AGREE TO ABIDE BY SAME. I AM FULL SIGNING IN AGREEMENT OF SALARY, DUTIES, FLEXIBILITY DURING MY FIVE DAYS OF WORK INCLUDING BABYSITTING AT NIGHTS WHICH SALARY IS ALREADY NCLUDED IN MY MONTHLY SALARY.**

**DATE AT** \_\_\_\_\_ **THIS** \_\_\_\_\_ **DAY OF** \_\_\_\_\_ **2006**

**NAME:** \_\_\_\_\_ **SIGNATURE :** \_\_\_\_\_

# SALARY

Gross Weekly Wages: \_\_\_\_\_

Weekly Deductions:      Income Tax:  
   C.P.P.  
   U.I.C.  
   Room & Board:

Net Pay:              Weekly      \_\_\_\_\_      Bi - weekly      \_\_\_\_\_      Monthly      \_\_\_\_\_      By cheque

In addition, as your employer, we are responsible for payment to Workman's Compensation and the Employer Health Tax.

**STATUTORY HOLIDAYS:** You are entitled to each of the following eight Statutory holidays with pay providing that you have been working for more than three months with our family when the holiday occurs : New Years Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, Christmas Day and Boxing Day.

**VACATION:** Following your first twelve (12) months of continuous employment with our family, you will have two weeks paid vacation each year. If your employment is terminated before you have completed twelve (12) months, you will receive (4%) of your earned gross wages.

**ACCOMMODATION:**      Own Room: sitting room and toilet Y      \_\_\_\_\_      N      \_\_\_\_\_  
Shared bathroom Y      \_\_\_\_\_      N      \_\_\_\_\_      Phone in bedroom Y      \_\_\_\_\_  
   TV in bedroom  
N      \_\_\_\_\_      Y      \_\_\_\_\_      N      \_\_\_\_\_

Telephone use during the day should be limited to emergencies. Long distance telephone calls will be reimbursed to you.

You have free access to the kitchen and the rest of the family areas of the house, and you are welcome to join us at mealtimes, watching television, or other times of relaxation.

**THE EMPLOYER UNDERSTANDS THAT TIME OFF IS COMPLETELY FREE OF DUTIES. THE EMPLOYER WILL GIVE TWO WEEKS NOTICE FOR TERMINATION OF EMPLOYMENT.**

Please sign below if you agree to the terms of employment outlined above.

**EMPLOYEE'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**EMPLOYER'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_