

## **Laundress/Housekeeper- Newport, RI - Live Out\***

### **\*Potential live-in seasonal accommodations for the right candidate**

#### **Job Description**

A UHNW private family seeks to hire an experienced and detailed Laundress / Housekeeper to join a household team and support the team with managing all laundry services in-house. This job requires one to be hands-on and support the housekeeping team as needed with maintaining the cleanliness of the residence, but superb laundress skills required. Great attention to detail is required for this role. Must be familiar with and confident in managing ALL laundry and ironing equipment.

#### **Responsibilities:**

- Managing all laundry within the residence laundry room
- Detailed laundering and ironing
- Responsible for the full organization of closets, cabinets, wardrobes, etc.
- Care of fine garments and fabrics
- Packing/ unpacking for travel as needed
- Ironing, steaming, pressing linens
- Pressing dress shirts
- General sewing, repairing buttons & holes
- Closet management & archiving by season, color, designer, and collection
- Utmost sense of confidentiality and discretion
- Ability to work independently and on a large team of staff
- Flexible schedule with availability to work overtime, nights, and weekends as needed
- Must have valid US work authorization
- Valid driver's license
- **Clean BCI, and pass a drug test**

#### **Requirements:**

- Minimum 3-5 years of related work experience as a laundress
- Excellent references are required from current and previous employers
- Strong communication skills, both written and verbal
- Prioritizing tasks and multi-task effectively
- Exceptional organizational and time management skills
- Strong communication skills, both written and verbal
- Must have valid US work authorization
- Valid driver's license
- **Clean BCI, and pass a drug test**

#### **Compensation:**

- Excellent Compensation DOE; Health benefits package, PTO, discretionary bonus

**How to Apply:** If you meet the qualifications above and are interested in this position, please submit your resume and a brief cover letter outlining your relevant experience to [bellevuedomestics.com](http://bellevuedomestics.com). No calls please.