

## **Housekeeper-Newport, RI | Formal Home | Full-Time, Year-Round/Live-Out**

### **About the role**

The Housekeeper works within a housekeeping team to clean and organize two formal oceanfront Newport, RI properties with multiple buildings on 10.5 acres including main house, carriage houses, Tennis Folly, and ocean view, the adjacent residence currently serving as staff housing comprising three separate living floor quarters. **(Potential housing provided for the right candidate(s).)**  
**Must have experience working in a FORMAL home.**

The Housekeeper reports to the House Manager. Proficient communication, organization and collaboration skills and ability to pivot are required as daily tasks and priorities are ever changing. This position requires flexibility and willingness to work additional hours as needed upon request.

### **Essential Duties and Responsibilities**

- All aspects of formal general housekeeping, laundry, deep cleaning, and upkeep of residence including but not limited to vacuuming, sweeping, emptying trash, dusting, sanitizing, cleaning windows, mopping floors, changing linens, laundry, ironing and replenishing inventories
- Ability to perform museum-quality cleaning with proficiency in fine finishes (antiques, wood, eglomise, stone, silver, etc)
- Report any damages, safety hazards or concerns to House Manager
- Polished, poised and professional in manner with utmost discretion at all times
- Excellent organizational skills and willingness to provide white glove service and hospitality
- Management and organization of closets, wardrobes, kitchen, pantries and storage areas
- Maintain residence to be guest ready at all times
- Organizing and packing for travel, setting up and assisting with relocation to alternate residences when requested

### **Competency and character sketch:**

- Minimum 3-5+ years related experience working in **formal household with private family**
- Attention to detail and meticulous use of proper safety procedures
- Excellent references
- Fluent in English with excellent verbal communication skills
- Highly meticulous; able to take direction well
- Proficient knowledge of deep household cleaning, laundry and organization
- Willing and able to work long hours and overtime, as needed
- **Legal to work in United States, clean BCI, and pass a drug test**

### **Compensation:**

- **\$80-85k DOE | Full medical benefits | 401K | Bonus | PTO**

**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.