



Staff Descriptions

Governess

A Governess is a woman employed to educate and train children of all ages in a private household. She has a degree in education and can instruct the children in all areas of formal education from the ABC's to art and science. She is also able to instruct them on such things as proper etiquette, as well as accompany them to social outings. She averages anywhere from 50 to 65 hours a week and receives a salary ranging from \$50,000 to \$100,000 a year depending on the number of children in the household and live-in status.

Nanny

A Nanny is one who takes care of all the children in the household. She can either live-in or maintain her own residence, according to the needs of the household. Her time and energies are strictly devoted to the needs and safety of the children. Nannies are unique, in that they are caretakers of your most valuable possession. Therefore, they usually become one of the extended members of the family. They lovingly help your children learn to grow and master the day-to-day activities necessary for their proper growth and development. They are not only concerned with a child's physical, and behavioral needs, but their emotional needs as well. Their salaries range from \$450 to \$1,500 a week depending on their housing status.

Housekeeper

A full-time housekeeper is a very valuable person in the household. She is responsible for keeping the entire house impeccable. She is knowledgeable of the proper products necessary to maintain perfection in all rooms of the house. She knows how to divide the house in daily, weekly, and monthly detail-cleaning cycles as to assure day-to-day perfection. A part-time housekeeper usually receives an hourly rate of \$10 to \$20 whereas, a full-time person would receive \$25,000 to \$40,000 a year depending on the size of the home, their experience, and their housing accommodations.

Laundress

Large families usually require the employment of a laundress to care for their clothing, linens, and other washable items within the household. Whether linen, rayon, leather, suede, silk, or cotton, they are equipped to handle any kind of material. Your sheets and pillowcases will never be wrinkled with a Laundress on staff. They know how to use both domestic and commercial equipment to make sure your finest clothing is treated with care. They are salaried at \$30,000 to \$45,000 a year.

Household Manager

This position is divided into two categories depending on responsibilities and the amount of salary being paid the individual. It can range from \$35,000 to \$90,000 a year for one category, and \$70,000 and up \$140,000 for another. The first category of household managers is usually the only staffed help in the household. They

have to do a variety of jobs that range from cleaning and laundering, to shopping and light cooking.

The next category manages additional household staff that usually includes, but is not limited to, a housekeeper, a laundress, and a cook. This category of Household Managers are well educated and possess many administrative and management skills. They can handle such diverse things as the hiring of additional staff, meal planning, travel arrangements, organizing parties and events, and maintenance scheduling, as well as helping with the household finances. They are also able to handle other properties owned by their employer. They are usually provided housing accommodations. They are trained to be extremely flexible with day-to-day activities of the household while exuding confidence, impeccable manners, and a keen sense of protocol.

Cook

For those who enjoy eating their meals in the privacy of their own home, but do not want to prepare the meal, a cook is the perfect solution. This is an untrained person with experience in cooking the type of food you and your family request. They are responsible for the menu planning, food purchasing and preparation, and clean and care of the kitchen and it's equipment. They can usually help with small dinner parties and cocktail parties. They are usually paid \$10 to \$20 an hour.

Chef

Whereas the cook has limitations, the Chef does not. They have been formally trained to meet the every need of their employer. They can handle any type of diet from home-style, to gourmet, to dietary. They can handle any size dinner or cocktail party either with or without a caterer. They have mastered the etiquette of folding napkins, setting tables and servicing them. They range from \$35,000 to \$150,000 a year due to their credentials and responsibilities.

Couples

Hiring a couple is an excellent way to staff your household needs and get an assortment of jobs done with a limited staff. Couples abilities range from housekeeping, cooking, and laundry, too groundskeeper/gardening, and assorted maintenance tasks. Exceptionally skilled couples can be found with household management, culinary arts training, and personal assistant duties. Couples are usually provided with housing, and their salary ranges from \$60,000 to \$150,000 and up a year.

Caretaker

A caretaker is a very valuable asset to the multi-home family. They usually live on the property and take care of everything from A

to Z while the owners are not present. They can be full time, or part-time, depending on the situation. However, they usually live on the premises for security purposes, if nothing else. They may have a job off the property as well if limited funds are available for this position. If so, then his or her responsibilities will primarily involve security, light maintenance, the lawn care and minimal housekeeping.

If he or she works full-time, their responsibilities are varied and detailed. They are responsible for all home maintenance, security of the house and property, scheduling pest control checks and any other routine outside maintenance checks. He or she must be dependable, honest, disciplined, and able to use wise judgment in caring for all facets of the property in the absence of the owners. Their salary can simply be room-and-board, while they work off the premises, or they can be staffed as a full-time employee with a salary of \$20,000 to \$60,000.

Personal Assistant

A Personal Assistant is a devoted and trusted employee who handles the employer's confidential matters. If there is not a Household Manager involved, they will do several of the same things required of the Household Manager. If both of these positions are staffed, the employer must make it clear as the responsibilities of each person. The Personal Assistant is the go-between person for the employer. All staff members go to the Personal Assistant with request, problems, and suggestion instead of the employer. The Personal Assistant hires, trains and supervises the other staff in the household. They schedule appointments with and for the employer, make travel arrangements as well as handle all other detailed secretarial duties. They intercept unwanted calls and visitors, and, in general, protect their employer's privacy. They handle their personal shopping whether it is for shaving cream, perfume, or a vase that cost hundreds of dollars. The personal Assistant has to know the employers as well as they know themselves. They require a yearly salary of \$35,000 to \$100,000.

Estate Manager

This is a position that requires an exceptional person with extraordinary organizational, administrative and management skills. They must have a degree in business, accounting, or better still, and MBA. They should also have training in personnel and home management with knowledge of wine, music, art, yachts, airplanes, antiques, and horses, only to mention a few! They must be able to handle ten or more staffed personnel within the estate. Their sense of style, detail to etiquette, and knowledge of virtually every subject imaginable will be invaluable to the large estate owner. The yearly salary for an Estate Manager ranges from \$80,000 to \$180,000.

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