



"We are your personal in-home concierge"

JOB DESCRIPTION – HOUSE SITTER

- Follow the Triangle Elite Care Solutions (TECS) House Care Plan that details specific instructions from the home owners about handling the house in their absence. You will receive the House Care Plan from your supervisor.
- Ascertain appropriate lockdown services at the end of the day by securing windows and doors
- Perform light cleaning and maintenance activities such as sweeping and mopping and changing light bulbs
- Handle light grounds keeping duties including mowing and watering the lawn.
- Tend to indoor plants by watering them upon instructions provided and moving them in and out of sunlight.
- Set up alarm and security systems and monitor footage to determine if any nefarious activity is being carried out.
- Pay utility bills upon home owners' instructions and ensure that any important mail is forwarded [to them].
- Answer telephones and doorbells and provide information regarding homeowners' whereabouts and return, keeping confidentiality in mind.
- Feed, groom and bathe house pets and take them to veterinary doctors for their vaccinations.
- Change linens prior to the return of homeowners and ensure that laundry is handled on time.
- Cook food (for self) and for homeowners on the day that they are due to return.
- Ascertain that all kitchen and household appliances are in good working order and oversee / perform maintenance and repair work, if instructed in the Care Plan.

Applicant's Signature: _____

Date: _____