



## MODUS OPERANDI

Thank you for your enquiry. We would be delighted to assist you by placing suitably qualified domestic staff in your household.

### This is how we work

We would firstly take a comprehensive job specification from you. From this we would present you with a short list of candidates. This could happen in our offices, or if you prefer a facilitator could bring prospective employees to your home or place of business for you to interview.

The facilitator will either assist you with the interview, or simply be available to answer any questions. The facilitator will make sure that the duties are clearly defined and that the candidates are suitably able and willing to perform them. All references and contact numbers of referees will be made available.

When you have selected an employee, we would assist you with the contract. In terms of the contract your new employee would be subject to a probationary period of up to 90 days. The contract falls within the parameters of the Basic Conditions of Employment Act and clearly outlines all duties and obligations for both parties. Our facilitators will be present when the contract is drawn up and make sure that the new employee clearly understands what is expected of him or herself.

Our fee is payable when the worker **starts**. This equates to 10% of annual salary plus vat, covered by a 3 month warranty, terms and conditions of which are outlined below.

## WARRANTY

Should the employee not prove satisfactory then we will be pleased to provide a replacement at no further charge during the warranty period of 90 days from date hereof.

## TERMS AND CONDITIONS

**OUR FEE** is calculated as a percentage of the employee's annual salary. This is due and payable on commencement of employment. Our fee is 10% of the annual salary plus vat. This once off fee is payable by the employer and there is no charge to prospective employees. Employment of a candidate referred by All Maids® will be deemed to be acceptance of our terms and conditions.

**OUR WARRANTY** All Maids® warranty is subject to validation, which is by full payment being made within 7 (seven) days of the employee commencing employment. The warranty is not valid where the candidate is no longer employed due to termination owing to operational requirements, unfair labour practices or breach of contract with the employee.

**REPLACEMENT** All Maids® undertakes to replace the employee with a candidate willing and able to fulfill the same tasks and duties as in the original employee's contract. Whereas every effort is made to replace the employee as soon as possible, All Maids undertakes to replace the employee within 21 days of the employee leaving or of being advised that a replacement is required.

**DISCLAIMER** Whereas every effort is made to ensure that the person working in your home is honest and competent and does not have a history of negligence or clumsiness, accidents do occur. All Maids® does not accept liability for any act or omission or delict which might result in loss of, or damage to, your property.

# ALL MAIDS®

## Job Specification



Please be advised that by filling in and submitting this form, you accept and agree to the terms and conditions of All Maids®

Client Name:	
Date Job Specification submitted	
Contact Telephone No's	
E-Mail Address	
Address	
Tell us about your family?	
What pets do you have?	
Size of House <small>(No of stories? lots of stairs? very big or small?)</small>	
What is the job description	
Is the job gender specific?	
Where is the job?	
Is the job sleep in or live out?	
Are you aware of any transport problems?	
Describe the workers quarters and amenities	
What is the age preference?	
Do you have a preference for any particular culture or language group?	
Is appearance important to you?	

What skills do you require? *Please tick as required*

Cleaning	Laundry	Tidying
Food Preparation	Cooking <small>(what level of ability?)</small>	Baking
Table Laying	Table Service	Driving
Child minding	Reading To Children	Activities with Children
Baby care	Newborn baby care	Shopping
Shopping Lists	Shopping	List Making
Stock-taking	Mending	Managing junior staff or char
Flower Arranging	Gardening <small>(men only)</small>	Basic Pool Care <small>(men only)</small>

Please note that this Job Spec is valid for 14 days only

What character traits and abilities are important to you? *Please tick as required*

Honesty	Reliability	Punctuality	Loyalty
Confident	Quiet	Calm	Introvert
Outspoken	Passive	Unobtrusive	Outgoing
Forward thinking	Shows Initiative	Common Sense	Modern
Sophisticated	Old Fashioned		

<p>What happened to your last domestic worker?  <i>(If he/she was dismissed due to dishonesty, incompetence, lack of reliability, a bad attitude or any other reason which would make her unsuited to domestic work, please supply us with his/her full names for our blacklist.)</i></p>	
What are the working hours/times?	
Do you anticipate needing overtime?	
What are your weekend needs?	
Do you have any requirements outside the remit of domestic duties?	
<p>What monthly salary are you offering?  <i>Please tick and indicate salary parameters</i></p> <p><i>Please note that we do not do placements under R3 000pm</i></p>	<input type="checkbox"/> R2500 – R3500 pm <input type="checkbox"/> R3500 – R4500 pm <input type="checkbox"/> R4500 – R5500 pm <input type="checkbox"/> Other
Does this include transport?	
If sleep in, does this include food?	
Anything else that you would like to tell us about the job	
When do you need the candidate to start?	

**Office Use Only**

Entered into All Maids CRM by	
Appointment Scheduled	
Other	

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