

Checklist for the first day at work

We have created this checklist, to make the start easier for you and your domestic help. It will help you think of everything and ensure that your domestic helper finds her way around quickly.

General

Exactly what tasks should be done and to what level of thoroughness?

Create a separate list of tasks for your domestic help. You can find a template in our guide – just scan the QR code below.

Determine precise working hours together with your domestic help.

Agree on frequency, day of the week, fixed times or time spans.

What general rules must be followed?

For example, is the domestic help allowed to smoke - if so, where?

Is the domestic help allowed to help themselves to drinks and food - if so, which?

Are there any fragile objects that must be handled with special care?

If applicable, give instructions on how to handle pets.

Put the agreements in writing in a contract.

An employment contract should include agreements on hourly wages, working hours, mode of payment, insurance, duration, holiday and sickness. You can find a template for an employment contract in our guide – just scan the QR code below.

Hand over the keys if the domestic help is to stay alone in the flat.

You can find a template for the key handover receipt in our guide – just scan the QR code below.

Workplace

Where are work materials such as cleaning materials, irons etc. kept?

Which rooms may be entered, which not?

Demonstrate special functions of the appliances to be used.

E.g. vacuum cleaner, lawn mower, cooker etc.

For emergencies

Where are the first aid kit, fuse box, torches etc. kept?

What telephone number can you be reached at in an emergency?

Explain smoke detectors, fire extinguishers and, if applicable, alarm system, automatic locking mechanisms etc.

Other

Good to know!

Find more checklists and forms in our guide at homeservice24.ch/forms or just scan QR-code.

