

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 their way around quickly.

General

Which tasks are to be done exactly and how thoroughly?

Create a separate list of tasks for your domestic help. You can find a template in our Help Centre – 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 a written contract.

An employment contract should include agreements on hourly wages, working hours, mode of payment, insurance, duration of employment, holidays, sick leave, period of notice and, if applicable, confidentiality agreements.

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, flashlights, 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 Help Centre at domestico24.es/forms or just scan the QR-code.

