

Die beiliegende Datei ist eine englischsprachige Anleitung für Maids/Haushaltshilfen um das Zusammenleben zu erleichtern. Natürlich muss Sie individuell und landesspezifisch abgewandelt werden. Sie stammt von einer Singapur-Maid-Organisation, ist aber sicherlich auch für andere Länder/Regionen hilfreich.

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## Helper Work Schedule

**We are so happy that you are joining our home. We have written down a few things to help us all get a routine down together. The following is meant as a guideline to keep this household running well - let us know if and when you have suggestions for changes and don't be surprised if we make some as time goes by.**

### Daily

Preparation of coffee, tea and light breakfast on weekdays  
Cleaning kitchen and dining areas after meals (also baby cups/bottles, high chair)  
Helping prevent ants, roaches, etc. as needed - setting traps, sprinkling chili or baking powder  
Shopping for food needed for meals and general supplies for household (2-3 times per week)  
Helping preparation and/or cooking of midday or evening meal.  
Feeding cat twice a day (morning dry, evening wet food). Replenishing water once a day.  
Washing, folding & ironing of clothes. (2-3 times per week)  
Changing water of cut flowers and watering indoor and outdoor plants as needed  
Helping put away children's toys and books before nap/bedtime – they should help with this as soon as possible!  
Sweeping kitchen floor (daily). Mopping as needed (2-3 times a week).  
Emptying rubbish bin in kitchen at the end of the day and as needed in between  
Emptying cat litter box of waste (daily)  
Cleaning after evening meal, leaving kitchen clean and dry to prevent insects from breeding there.  
Running dishwasher at the end of the day (if at least half full) or as needed in between.

#### **Extra notes:**

Please help us avoid any standing water for mosquitos to breed indoors and out - by changing all cut flowers' water as needed.  
Please run washer, dryer, and dishwasher when full and never at the same time  
Please do not use any abrasives on the stove top. Soap and hot water or vinegar and a soft sponge will do.  
Please do not use the bottle brush for anything but baby bottles and boil it occasionally to sterilize.  
PLEASE ONLY iron when children are sleeping (mid-day) or when out of the house.

### Weekly

Vacuuming and mopping all floors (1-2 times per week or as needed in between)  
Wiping down appliances, kitchen cupboard and refrigerator doors, the stove backsplash, windows  
Mopping and wiping down wet area (dishwasher, washing machine, drier & fridge)  
Cleaning bathrooms. (Sinks, Shelves, Mirrors, Toilet, and Shower stall/Bath)  
Washing bath towels, bath mats (1 time per week or as needed)  
Dusting in all rooms, incl. pictures, mirrors, inside doors, electronic devices.  
(Friday) Changing and washing bedding on beds in use, more often in baby's room if necessary  
Vacuuming or wiping sofas and armchairs (also wicker portions) with small nozzle  
Wiping/washing the children's toys that are in use and rubber floor tiles  
Emptying rubbish bins in baths and rooms  
Replacing all cat litter in litter box

#### **Extra notes:**

We will all add items to a shopping list as we see a need arise.  
Please use only oil soap (no harsh cleansers!) on the wooden floors.

## Monthly

Cleaning out Oven & Microwave.  
Cleaning inside Fridges  
Cleaning inside Kitchen cupboards  
Cleaning windows.  
Shaking out front door mat and area rugs as needed  
Washing stroller lining  
Ordering cat food and litter for delivery

## Quarter/Half Yearly

All curtains and removable sofa cushions to be taken to the local Dry Cleaners.  
Clean and organize closets and linen trunks.  
Polish shoes

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## General

Storage of beverages, and unopened food supplies as well as citrus, potatoes, and bulky items in wet area fridge. Fresh fruits go in bottom crisper.

Storage of items 'in use' in fridge and freezer in kitchen, fresh vegetables in bottom crisper.

Keep receipts from shopping/market and do a daily account of money spent in book provided.

Please help make sure our home is securely locked at night before going to bed. (front, side, terrace entrance and windows)

## The Children

The children's well-being is, of course, top priority. When minding them, all other work is secondary. You should not feel obligated, however, to entertain or hold the children constantly. As long as they are safe and their basic needs are met, they should learn to play and move about on their own. We will work together to keep the house safe and 'baby-proofed' so that they are not in danger when they move about on their own. When you are in the vicinity of the pool area, it is important to let them know that they cannot stray off on their own. Swimming anywhere except the wading pool must be supervised at all times by an adult who can swim.

We deeply value our role as parents and want our children to feel loved and nurtured, but also to be shown necessary limits. We believe in discipline with words, by example, and by setting firm limits with consequences. We do not hit, yell or delay punishment because we do not feel that these are effective.

We value your support in raising our children and in upholding our rules when we are not there. The children are to learn to respect us and you, as well as our rules, so we must all work as a team in teaching them to be kind, responsible people. When we have left them in your care, please let us know when they have been good and also when they have misbehaved, where and with whom they have been, and what they have experienced while we were away.

We value your experience with children and are open to your suggestions and advice. Still, every parent has their own way they would like their child to be cared for and reasons for doing so, so we ask that in the end, you follow our wishes when we express them specifically.

We know that accidents can happen. Please DO NOT hesitate for an instant to call a medical professional, to call us, to ask a neighbor for help. In dealing with emergencies, it is crucial to report any incident and/or seek help immediately. Even if it is a case of negligence, we know that we all make mistakes. Most importantly, make every attempt to handle the situation immediately and to the best of your ability. That is all we could do in the same situation.

## **Your well-being and role**

We want you to feel comfortable in our family. We are grateful for the help you give us and will always try to treat you with respect and show you our appreciation. If you have concerns or questions, please voice them! If personal issues should arise with your family or your own health, please let us know.

While there is a great deal of work to keep this household running properly, it should not become unmanageable. Good organization and communication will make our relationship work best. If you need to switch a day off or need time to take care of a personal errand, please let us know, so we can accommodate you. At times, we might also need to ask you for this flexibility. In both cases, advance notice is always a plus!

An important part of our family's culture are our languages. We want our children to learn both German and English fluently and would like to use the limited time we have together as a family to speak in German. This means that mealtimes when we are both home will be spent "as a family". We hope that you are not offended and will respect our need for this time together. Regarding meals in general: you are always welcome to eat what we eat. Feel free to help yourself from the refrigerator, asking us only about items which are planned for use in a future meal. At times, we will need your help to serve meals, in which case we ask that you plan your mealtimes around such work.

If you would like to use email to stay in touch with people or borrow anything else, please let us know and we will work something out. Feel free to make up to 1 hour IDD calls per month from our house phone, remembering to dial 018 before the country code.

We are glad to have you with us and hope you will feel welcome here.

Thank you!!!!