

JOB DESCRIPTIONS FOR HOUSEMAID

Employer's Name : _____
Maid's Name : _____
Code No. : _____
Passport No. : _____

A. Employer's details:

- 1) No. of Family Member currently staying in the house: _____ people.
- 2) No. of Baby : _____ Age: _____
- 3) No. of Children : _____ Age: _____
- 4) No. of Elderly : _____ Age: _____
- 5) Information of the house:
 - a) Bungalow / Semi-D / Condominium / Double Story / Single Storey
 - b) No. of Bedroom : _____
 - c) No. of Bathroom/Toilet : _____
 - d) Garden : YES / NO

B. Duties of housemaid shall include:

Take care of employer needs:

- a) Cooking for the family.
- b) Laundry and ironing.
- c) Cleaning – all around household work: keep the house clean and tidy all the time.
- d) Looking after the house when the Employer is not around.
- e) If the maid is required to care for baby/small children/old age for overnight, is she allowed to take afternoon rest/nap and for how long? YES / NO _____ hours.
- f) As for Old care, maid is required to:
 1. Bath.
 2. Change diapers.
 3. Give/Monitor medication.
 4. Assist in holding/carrying/transferring from bed to wheelchair.

C. Please read the following carefully, acknowledge all 7 items, and sign on the dotted line.

- 1) Housemaid does not have working hours.
- 2) Housemaid is not allowed to use telephone all the time except a letter to her family
- 3) Housemaid is not allowed to go out anywhere alone unless together with Employer.
- 4) Part time job for different employers is not allowed.
- 5) Monthly salary is RM _____ with one off day per month and salary will be paid in Malaysia Ringgit.
- 6) Money transfer to family in Homeland can be discussed and arranged with Employer.
- 7) Daily use toiletry to be provided by Employer.

Benefits:

Food and accommodation provided by the Employer including Medical and Insurance.

I AGREE AND ACCEPT THE ABOVE JOB OFFER

Employer

Domestic Worker

Marketing

Name:

Name:

Name: