



## Elite Housekeeping Assistant Program

### Description:

Our EHA program hires, trains and equips individuals with management experience to provide all encompassing housekeeping responsibilities to our customers. These responsibilities go far above and beyond the tasks of a normal housekeeper. An Elite Housekeeping Assistant is proficient in:

- Cleaning
- Organizing
- Scheduling tasks in the most efficient way
- Time management
- Communication
- Creating daily systems
- Household management
- Running personal errands
- Following instructions

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### Benefits:

Our EHA program was designed with you in mind. When we initiate and place an Elite Housekeeping Assistant to manage your home and tasks, there is an onboarding process in which systems are created for the recurring household tasks to ensure consistency and proficient time management. We also begin training a second EHA as a backup and fill-in to ensure that you are never without assistance. Our commitment is to closely manage the process to make sure your priorities are always taken care of efficiently.

Thank you for considering our services. We look forward to serving you soon!



## Elite Housekeeping Assistant Program Services

### Miscellaneous

- Shopping / Grocery
- Online shopping & research
- Corporate & personal gift Shopping
- Children Drop-off / Pick-up
- Pet Drop-off / Pick-up
- Miscellaneous or Last Minute Errands
- Senior Drop-off / Pick-up
- Shipping & Deliveries
- Merchandise Returns & Exchanges
- Holiday Errands / Shopping
- Pharmacy Drop-off / Pick-up
- Shoe & Tailor Drop-off / Pick-up
- Dry Cleaning & Laundry Drop-off / Pick-up

### Home Services:

- Pet Sitting / Walking
- Animal Care (Vet Appointments / Grooming / Daycare Drop-off & Pick-up)
- Appointment Reminders
- Home, Office & Closet Organization
- Donation Arrangements / Drop-off
- Waiting Service (cable, phone or repair; delivery)
- House Sitting (Mail pick-up/postal office delivery, water plants, house check-in)
- Homekeeping - Organizing / Cleaning / Meal Prep
- Planting Flowers
- Special Tasks

### Entertainment:

- Theater Performing Arts Tickets - Research / Purchase / Pick-up
- Booking Events
- Planning Events / Specialty
- Restaurant Reservation

### Auto Services:

- Pick-up and delivery for repairs, service, new tires, new battery
- Car inspections & DMV
- Car wash and Detailing Drop Off / Arrangement / Pick-up

### Others:

- Vacation research and planning
- Spa, Nails Hair Appointments
- Travel Destination Information
- General Internet Research
- Scheduling Appointments
- Calendar Keeping

