

# Domestic Worker's WEEKLY WORK SCHEDULE



Date:

This is a tool to help workers and employers plan their weekly work schedule with clear expectations and understanding of responsibilities. Employer and worker should sit down together to plan out the week's activities and priorities. Make sure you consider any special events or activities that will require extra work. Occasionally, revisit the schedule and see what worked and what can be improved.

Employers: Add a **X** to indicate when a task must be completed.

Workers: Add a **✓** once the task is completed.

TASK

MON

TUE

WED

THU

FRI

SAT

SUN



## HOUSEKEEPING

### CLEANING

Dusting							
Sweeping							
Mopping							
Vacuuming							
Cleaning bathroom							
Cleaning kitchen							
Cleaning balconies							
Bed making							

### COOKING

Grocery shopping							
Washing dishes							
Cooking: Breakfast							
Lunch							
Dinner							
Cleaning up after: Breakfast							
Lunch							
Dinner							

### LAUNDRY

Washing (machine wash)							
Washing (hand wash)							
Hanging out laundry							
Ironing							
Washing bedding							
Washing upholstery							
Washing shoes							



## GARDENING

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## AUTOMOBILE

Washing the car							
Chauffeuring							

### ! REMEMBER !

Normal daily working hours are 8 hours per day. Workers must be given sufficient rest breaks throughout the day.

### ! REMEMBER !

All domestic workers are entitled to one day of rest, spent outside the workplace if they choose.

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WEEKLY WORK SCHEDULE

TASK

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CHILDCARE

Childcare/child minding							
Taking child(ren) to bed							
Monitoring baby's sleep							
Bathing							
Preparing milk/food							
Feeding							
Cleaning food/drink containers							
Picking up/dropping off at school							



CARING FOR THE ELDERLY OR SICK/DISABLED

Feeding and hydration							
Washing							
Dressing and grooming							
Toileting and use of continence aids							
Administration of medication							
Mobility assistance (transfer in and out of beds, chairs, and vehicles)							
Accompanying the person for walks or to appointments							



PETCARE

Feeding and hydrating _____ times per day							
Walking _____ times per day							
Cleaning animal's waste							
Bathing and grooming							

THE WORKERS' WEEKLY DAY OFF IS \_\_\_\_\_

All workers should have a weekly rest day, spent outside the workplace if they choose.

**! REMEMBER !**  
The worker should receive additional payment for working overtime during events.

ACTIVITIES OUTSIDE THE REGULAR SCHEDULE: EVENTS AT HOME AND TRIPS/HOLIDAYS

Add here any extra activities the domestic worker will be required to work at. For example, a birthday dinner at home or hiking trip on the weekend.

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OTHER NOTES OR COMMENTS:

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**! REMEMBER !**  
Make sure that the worker receives a receipt for wages.