

# General Agreement with Helper

Below are some general agreements on terms of work with helper for reference.


- 🚩 The Official weekly day-off is on\_\_\_\_\_. However, depending on the requirements, the schedule may be change and will be made known in advance.
- 🚩 Subject to mutual agreement, the weekly day-off or statutory holidays will be compensated by salary which is calculated in Pro-rata basis.
- 🚩 The Helper is not allowed to stay out overnight. This also applies on the Helper's holiday.
- 🚩 The Helper is not allowed to bring friends and relatives into the house, unless permitted by the Employer.
- 🚩 The Helper should not lend/exchange employer's properties with other person unless permitted by employer.
- 🚩 The Helper is not allowed to gamble, smoke and drink alcoholic drinks during duty or while in the house.
- 🚩 The Helper is not allowed to leave the house on her own or with children without permission from employer, except for disastrous situations such as fire outbreak.
- 🚩 The Helper is not allowed to work, either paid or unpaid, for other people, including volunteering work.
- 🚩 The Helper shall not take any personal telephone calls during duty, to avoid negligence of helper's duty and taking care of child/children.

## For Home Safety

- 🚩 The Helper should turn off all lights, fans, air-conditioner and any other electrical appliances while not in use or before leaving the house.
- 🚩 In Emergency, the Helper should take the child/children and leave the house immediately
- 🚩 In Emergency, the Helper must not use any electrical appliances
- 🚩 In Emergency, the Helper must call the employer to report the incident at a safe distance.
- 🚩 The Helper should not let any stranger enter the house.
- 🚩 The Helper should not let the children near the dangerous items such as knife, stove, chemicals, etc.
- 🚩 The Helper should turn off gas supply after use.
- 🚩 The Helper should immediately inform the Employer of any malfunctioning of gas stove or electric appliances.
- 🚩 The Helper should contact the police of management security when discover strangers attempting to break the house.
- 🚩 The Helper should closed all windows and lock the door when the last one to leave the house.
- 🚩 Never disclose your employer's telephone number or address to other people.

## General Household Tasks

- ✚ The Helper should inform the employer before any household items and food stuff is out of stock. As instructed by the Employer, the Helper should go to the market to purchase the required items.
- ✚ The Helper shall not open any drawers, closets and safe locked of the employer.
- ✚ The Household cleaning duties generally covers the following areas:  
Tick the appropriate

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- ### Bedroom
- Bedroom Floor
  - Windows
  - Desk Tops
  - Wardrobes
  - Lampshades
  - Mirrors

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- ### Sitting and Dining Room
- Telephone
  - Lampshades
  - Light bulbs
  - Cupboard
  - Tea Table
  - Furniture in the room

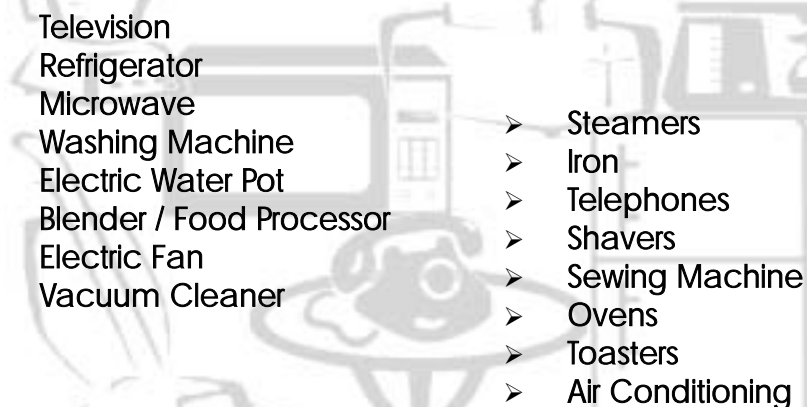
### Kitchen

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- Cupboards
  - Wall Tiles
  - Cooker, Gas Stove
  - Pots
  - Kitchen Sink
  - Kitchen Floor
  - Exhaust Fan
  - Kitchen Utensils
  - Garbage Bucket

### Bathroom

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- Bathroom Floor
  - Bathroom Wall Tiles
  - Mirror Box
  - Toilet Sink
  - Toilet Bowl
  - Shower Curtain
  - Shower Area
  - Bath Tub

## Electrical Appliances

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- Television
  - Refrigerator
  - Microwave
  - Washing Machine
  - Electric Water Pot
  - Blender / Food Processor
  - Electric Fan
  - Vacuum Cleaner
  - Steamers
  - Iron
  - Telephones
  - Shavers
  - Sewing Machine
  - Ovens
  - Toasters
  - Air Conditioning

# Household Duties

- Clean House Area
- Wash Clothes
- Iron Clothes
- Fold up Clothes
- Prepare Breakfast
- Cook Lunch / Dinner
- Take Care of Child/Children
- Feed Child/Children
- Tutor Children
- Wash Milk Bottles for Baby
- Take Care of Elderly
- Take Care of Disabled
- Car Wash
- Gardening
- Help Serve Guest
- Buy Food from Supermarket

