

Key Pen Parks

PO Box 70
Lakebay, WA 98349

ph: 253-884-9240
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The key to your next adventure!

Gateway Park Caretaker

Background: Key Pen Parks has the need for a caretaker for Gateway Park located at 10215 State Route 302, Gig Harbor, 98329.

This contracted position will be compensated with credit towards rent and electric power. The open market rent monthly rent is valued at \$2400.00. Caretaker will pay \$1200 per month plus any additional electrical power costs in excess of \$400 per month. Caretaker will be responsible for own phone, cable, and trash collection.

Two step Process:

Step 1

1. Provide a detailed cover/interest letter of your desire to be the caretaker
2. Provide rental/home ownership history for past 5 years
3. Provide letter of reference
4. Provide contact information for four (4) references(not related to you)

Individuals who complete Step 1 and are selected to move on to Step 2 will need to complete the following:

Step 2

1. Complete rental criteria form and have the ability to pass (credit history, criminal history, eviction and judgment, employment history, and rental history).
2. Interview with members of board of commissioners and/or executive director.

Expected Scope of Work

1. Opens and closes Gateway Park Gates on a daily basis.
2. Check trash cans and park restroom on weekends and holidays at Gateway Park
3. Performs basic maintenance duties: mowing yard and line trimming around residence, litter pick up along SR 302, weeding, raking, pruning, removal of invasive species, cleaning of exterior building, gutter cleaning on first story of house, clean air handler filter monthly. Maintains residence in neat and tidy manner at all times.
4. Weed all flower beds (around house, entrance area, along driveway)
5. Report all facility repair needs to Parks Maintenance Supervisor in writing.

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6. Report any and all suspicious activities to Key Pen Parks and/or Pierce County Sheriff Department.
7. Meet and provide access to user groups/rentals as scheduled by Key Pen Parks and secure property after each use.
8. These duties may be changed or modified based upon the needs of Key Pen Parks and are intended to provide a sample of what is expected.

Requirements and Qualifications

1. Must have the physical ability to perform all duties described.
2. Must have the ability to lift 50 pounds.
3. Must have the ability to read and speak English.
4. Must have a valid Washington State Driver's License and Automobile Insurance.
5. Good customer service.

Anticipated Timeline

1. July 27 review of step 1 applicants
2. August 3 selected applicants notified (step 2 process begins)
3. August 14 selected applicants interviewed by Key Pen Parks
4. August 14 agreement for caretaker on agenda
5. September 1st, 2017 tentatively available for move in

Contact Scott Gallacher at 253-884-9240 ext. 21 or scottg@keypenparks.com for questions.