

## Key Pen Parks

PO Box 70  
Lakebay, WA 98349

ph: 253-884-9240  
fax: 253-884-9249



*The key to your next adventure!*

### Taylor Bay Caretaker

**Background:** Key Pen Parks has the need for a caretaker for Taylor Bay Property located at 17712 76<sup>th</sup> 0215 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 between \$1900 - \$2100 according to local property manager. Caretaker will pay \$1000 per month with electrical and propane provide. 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 can 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 Taylor Bay Gate.
2. Performs basic maintenance duties: mowing, weed whacking, weeding, raking, pruning, removal of invasive species, and cleaning of exterior building window. Maintains residence in neat and tidy manner always.
3. Weed all flower beds (around house,)
4. Report all facility repair needs to Park Maintenance Supervisor in writing.
5. Report all suspicious activities to Key Pen Parks and/or Pierce County Sheriff Department.

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6. 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.

Contact Scott Gallacher at 253-884-9240 ext. 21 or [scottg@keypenparks.com](mailto:scottg@keypenparks.com) for questions.