

## **PROPERTY CARETAKER (OR COUPLE) WANTED**

Caretaker (or couple) needed to maintain house and grounds of Hammond House, located at 121 Shirley Street, in the Boatyard Historic District (on the National Register of Historic Place) of Kingsport, Tennessee.

**DESCRIPTION:** Eight-room furnished home needs standard maintenance requiring basic carpentry, plumbing, painting, and electrical skills. Home is fully restored but requires ongoing maintenance for preservation. Maintenance of grounds (grass, flowers, shrubs, trees and acreage) is also required. Duties beyond general maintenance, include, but are not limited to, preventive maintenance of HVAC, annual cleaning of gutters, purchasing items for maintenance on behalf of Steering Committee, general cleaning (sweeping and vacuuming) and preparation for meetings held at property, some heavy lifting, providing security, and working with Steering Committee that oversees property as requested for various one-time projects.

**IN EXCHANGE:** In exchange for providing duties listed above, caretaker (or couple) will be entitled to live in large home adjoining the Hammond House free of rent. Caretaker is responsible for utilities (water, electric and cable) and maintenance of the house provided. Appliances are provided. A lease setting forth the rights and obligations of the parties will be executed.

### **REQUIREMENTS:**

- ⤴ Basic skills and extensive experience in carpentry, plumbing, painting, and electrical matters.
- ⤴ Ability to identify maintenance issues and resolve them.
- ⤴ Ability to maintain grounds in good and clean condition.
- ⤴ Person (or couple) must be honest, reliable, thorough, and self-starter who will recognize maintenance issues and be proactive in addressing them.
- ⤴ Current valid driver's license.
- ⤴ Clear schedule to permit attendance at regular and called meetings (5 to 6 times per year) with Steering Committee of property
- ⤴ While outside employment will be considered, person or persons must be regularly present at caretaker's house in evenings to provide security.
- ⤴ Able to read and write basic English.

Ideal candidate will have had previous experience in general maintenance for private home or commercial properties.

All applicants will be subject to background checks for criminal histories. Successful applicant will enter a lease agreement detailing rights and responsibilities of both parties.

**APPLICATION:** Apply by submitting letter of interest and resume or work history with skills to Hammond House, P.O. Box 2114, Kingsport, TN 37662

**DEADLINE FOR SUBMISSION IS Nov. 15, 2013.**