

**CARETAKER POSITION  
DESCRIPTION  
Hideaway Bay Beach Club – March 9, 2026**

**Job Title:** Property Caretaker

**Pay Range:** \$20-25 per hour based on experience level & performance. Also included, as compensation, is onsite housing and electricity paid for by the association and the use of one of the owners' docks.

**Association Mission & Culture:** The mission of the Hideaway Bay Beach Club Association is "To encourage a sense of community by providing a direct means of communication between homeowners and their Board of Directors and management, as well as between each other". The Caretaker must understand the culture and responsibilities of what is needed to operate and foster an environment of collaboration and care for this wonderful part of the island and its homeowners. The Caretaker, along with their family and guests, must also abide by all Hideaway Bay Association rules.

**Reports To:** This position reports directly to the Property Management Company hired by The Hideaway Bay Beach Club Board of Directors. All day-to-day questions and issues should be directed to the Management Company.

**Job Overview:** Full-time caretaker living onsite in the Hideaway Bay Beach Club on Little Gasparilla Island. Responsible for performing general maintenance of buildings, grounds, and all common areas for the Hideaway Bay Beach Club. In addition, responsible for assisting in enforcing the association rules and regulations with the owners and renters.

**Core Responsibilities & Duties:**

- Caretaker must have a clear understanding of all the association rules and regulations and enforce the association rules in a fair and equitable manner as well as in a friendly and hospitable manner. Report any serious rule violations to Property Management and any law violations to the Charlotte County Sheriff office immediately. Manage ingress and egress of occupants to Hideaway Bay.
- Keep detailed records and submit a weekly written report to Property Management detailing all repairs, maintenance and upkeep performed. In addition, the report should include, but not be limited to, overall condition of the buildings, status of fire station inspections, homeowner Wi-Fi, Docks inspection and maintenance, association rules violations by homeowners & renters, security, sewage plant inspections, rodent control, roads inspection and repair, all property and building inspections, employee injuries or homeowner injuries and work orders submitted by owners.
- Hire and manage subcontractors, with approval from the management company if cost exceeds spending cap of \$1,200. Maintain a file of required licenses and insurance certificates (liability insurance and workmen's compensation insurance) as well as documentation of adding Hideaway Bay as an "additional insured".
- Arrange for rodent, pest, and mosquito control as well as alligator removal from ponds as needed.
- Wi-Fi: Reboot internet system when necessary and contact the contracted IT service vendor for issues that arise.
- Report trespassing, unruly individuals or situations that create a problem of safety for the residents/renters to the Sheriff's office.
- Enforce Rules with renters, including but not limited to, no more than six guests per unit and no pets permitted. If the renter does not know how to get to the unit, they are to be referred to the map at the dock on how to locate their building. Aside from rule enforcement, all other renter issues should be referred to the condo owner.
- Ensure that all boats at the owners' docks are registered on the reservation board and that boats are in their proper slips. Make sure slips are only being used by owners and/or renters. Surveying the docks for compliance should be done a minimum of two times a day.

- Boat dock maintenance: Ongoing inspection of docks and boardwalks, looking for raised nails, loose/unsafe boards, nonfunctional lights, nonfunctional electrical outlets, and broken/leaking water hoses. Replace/repair dock boat cleats as needed. Spray off and clean docks as needed to keep in safe passable order.
- Swimming Pool: Work alongside the Pool vendor who comes once a week to clean and inspect the pool daily (including brushing, vacuuming, cleaning the tile scum line and skimming) and clean and organize the pool area. Maintain proper chemicals levels in the pool and maintain the pool equipment. Maintain and repair the pool furniture as needed, hose down pool deck as needed and clean and maintain pool bathrooms daily. Make sure furniture and umbrellas are set up properly and stored during inclement weather and when the pool is closed. During cool months, keep water temperature comfortable with solar blanket and heater,
- Sewage Waste: Be sure vegetation is trimmed back from sewage plant area. Coordinate sewage waste pick up with barge service. Coordinate with vendor on adding chemicals as needed. (Chemicals are added by NES) Notify the management company quickly of any issues that need to be addressed or malfunction of the system.
- Common Elements & Amenities: Be sure that only homeowners and their guests or renters are using the pool area, boat docks, picnic area or any other common area. Only homeowners (not renters) can “reserve” common elements. All organized parties, events, or uses of the common elements such as the picnic area must have board approval. Outside individuals of Hideaway Bay may not use common elements or Amenities of Hideaway Bay without an owner that is also in attendance and must have board approval. Insurance coverage must also be ensured as Hideaway Bay additionally ensured.
- Common grounds maintenance: Responsible for maintaining the landscaping of both the mainland and island Hideaway Bay property, including mowing lawn, weeding, and mulching beds, trimming trees and shrubs. Grounds should be walked daily looking for fallen vegetation, pathway compromise, wildlife diggings and holes that pose a hazard to walkers at night, etc. to ensure safety, water new plantings as needed. Contract with an outside vendor to trim the dunes twice a year as well as palm trees, ensuring the proper permit is obtained and special equipment is used.
- Cart Paths: Maintain & grade cart paths on a regular basis to ensure golf carts traverse the property in a safe manner. Maintenance to include, but not limited to, filling holes, dips, bumps, and trenches as needed as well as grading bi-monthly or as needed.
- Ponds: Arrange for work to be done to pond areas as issues arise. Trim vegetation around and in ponds as needed. Look for and correct any abnormalities in water. Maintain fountains – they should be functional with correct height and timers set for daytime function only. Eliminate invasive algae and overgrowth by working with the contracted pond maintenance vendor and any homeowner assigned by the Board of Directors.
- Beach Area: Periodically inspect beach area including boardwalk, gazebo, dunes, and the beach itself. The areas should be clean and well maintained. No items are to be left on the beach or in the gazebo overnight. Speak to renters and homeowners or leave violation notice tag if items are left in the gazebo or beach overnight.
- Buildings: Monthly, conduct a thorough inspection of each building looking for defects in walls, roofs, cart port/storage area, ceilings, stilts, cross – beams, screens, stairwells, and the like. React as needed or communicate to the owner if issues are not the Hideaway Association responsibility. Items that are critical should be reported to the Management Company.
- Lighting: Maintain lighting on and around the buildings and quickly repair or replace damaged lights. Ensure that lighting timers are current and coincide with time changes and power outages.
- Caretaker Building and Residence must be maintained with as high standards as the rest of the Hideaway Bay property. The Conference Room, Garage, tool area, and Captain’s Office shall be always organized and clean.
- Picnic area, grills, smoker: clean grills monthly removing grill residue, power wash/hose down areas as needed. Maintain picnic concrete pads, the mechanics of the smoker and grill cable system and lubricate as needed.

- Work Orders: All repairs & maintenance requests from owners will be managed through the online work order process through the management company. The Caretaker will maintain an orderly list of all work order requests, including their status, and provide this to the Property Management company monthly to report to the Board. If a “quick fix” request is made by an owner, the caretaker should document and report to the management company on the work order list.
- Maintain a list of two to three subcontractors to refer to owners to use for repairs and maintenance on their units. The contractors on the list must have provided and maintained a certificate of license, liability insurance and workmen’s compensation insurance as well as documentation of adding Hideaway Bay as an “additional insured”. It is recommended by the Board of Directors to refer three vendors if possible and allow the owner to make their own choice. Reach out to the management company to get these vendors.
- Equipment and other Association property: Perform all required maintenance on equipment as needed to keep in proper working condition, including tools, mowers, carts, trucks, etc. The equipment should be operated properly and safely. The Caretaker should receive approval from the Property Management company should equipment need major repairs or replaced. When not in use, tools and equipment are required to be kept in the garage, including the dump truck and all lawn equipment. The tool room needs to be well organized and locked when not in use. Hideaway equipment is not to be loaned to anyone other than owners, who must sign out and sign in equipment on the sign out sheet.
- The Ice Machine is to be kept in excellent running order and always locked. The ice machine is to be used by owners, HBBC renters and HBBC guests only, to be enforced by the Caretaker as much as possible. The Security Code to be changed periodically by Property Management.
- Emergencies: Caretaker must maintain current CPR Certification. Assist owners/renters/guests by calling 911 if needed, administering CPR and defib if able to do so. Ensure the defibrillator receives proper maintenance and is in working order – changing the pads every two years and periodically checking the batteries.
- Perform any additional maintenance or projects as assigned by the Management Company through the direction of the Board of Directors.

**Qualifications & Required Skills:**

**Hard Skills:**

- High school diploma minimum
- Building maintenance experience
- Experience coordinating with subcontractors.
- Be able to maintain professional decorum with all homeowners and renters.
- Maintain a balance in social interaction with homeowners and renters and running the business of the association & enforcing the rules of the association.
- Ability to work outdoors particularly in inclement weather and Florida heat and humidity.
- Ability to operate, maintain & repair all maintenance equipment.
- Understanding and ability to identify and/or perform a wide range of maintenance tasks.
- Understanding of management of ingress and egress of occupants on Hideaway Bay property

**Soft Skills**

- High integrity
- Self-motivated
- Creative problem-solving skills
- Effective communication skills - to deal with owners, property manager & board of directors.

Signature:

Date:

Signature:

Date:

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Caretaker Print Name:

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Star Hospitality Management