



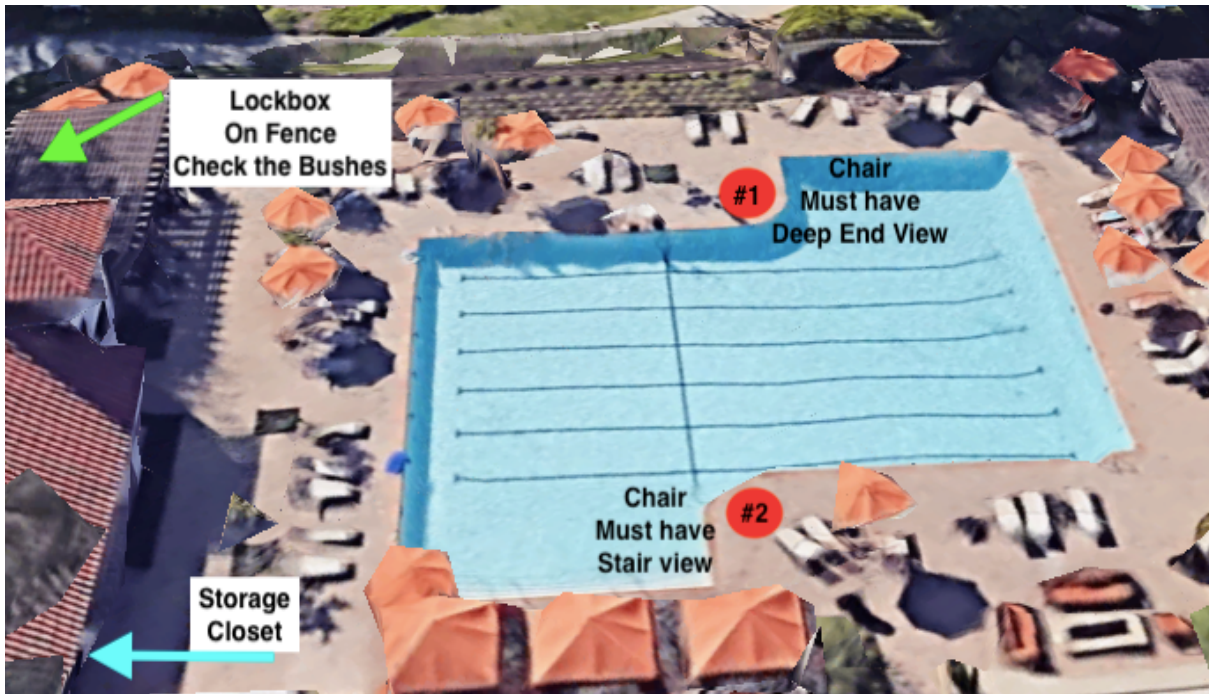
***Las Flores***

**25571 Meandering Trail**

**Las Flores, CA 92688**

### Opening Procedures:

1. Clock in on the When I Work App
2. Retrieve keys from the Premier Lockbox and enter facility
3. Retrieve the gear from the storage closet
4. Set up Pool Monitor Stands with gear box, buoys, first aid kit, umbrella, and clipboard with Weekly Procedure Sheet.
  - a. Chair #1 must have a clear view of the deep end
  - b. Chair #2 must have a clear view of the stairs
  - c. Chairs will have to be angled to get the correct view
  - d. Blank Weekly Procedure Sheets can be found in the expanding file



5. Place all of your belongings into the gear box.
6. Walk the facility checking for hazards or trash and organizing the furniture
7. Take a Deck/Water Count upon arrival and record on the Weekly Procedure Sheet in the correct time slot
  - a. Note: The facility is open hours outside of when Premier is on-site, please let patrons know that items that are not allowed may not be used while Premier is on site if such items are present at time of arrival.
8. Report any maintenance concerns or issues to your Manager on Duty

### **During Shift Tasks and Rules:**

1. Take pool/deck count every hour on the hour
2. Make sure the deck is always clean of trash and the furniture is organized
3. Enforce all rules CONSISTENTLY – See Rules for specifics
4. Notify Management of any issues and any questions

### **Closing Procedures:**

1. Straighten the pool furniture and pick up trash on and around the pool deck
2. Take a Deck/Water Count upon closing and record on the Weekly Procedure Sheet in the correct time slot
3. Return the clipboard, first aid kit, and expanding file to the gear box. Return all gear to the storage closet.
4. Return keys to Premier lockbox
5. Clock out on the When I Work App