

Opening Procedures

MEET IN BACK OFFICE OF THE FRONT DESK TO GET ASSIGNED A POSITION BY YOUR M.O.D

You will then be given a keycard and asked to collect the facility specific:

-First Aid Kit

-iPhones (2 each) // iPad

-LG Clipboard

-ADA Chair Batter

Castaway Cove (CAC):

-Please personal belongings in cabinet (code 0389)
-Check facility for hazards

- Grab New procedure sheet from LG Binder within cabinet

-Set up Host Stand

- Place Castaway 1 iPhone and iPad on table
- Ready seating chart with marker and eraser nearby
- Check first aid kit for essential items -> Hang one emergency button on the host umbrellas
- Set up towels
- Place LG Clipboard with new procedure sheet and fill out as you complete tasks

- Check the bottom of slide & hot tub to make sure they are clear and clean

- Walk through and be sure area is free of trash and furniture is organized and presentable

-Check facility for hazards

- Slip Test Deck
- Check Handrails
- Slide Runways
- Non-slip mats are not overlapping
- Be sure that maintenance has locked both gates and reservation well doors
- Check ALL LG equipment
 - Back Board
 - Ensure crash-bag is present
 - LG tube is in good condition
 - Your own CPR mask is ready to go along with your whistle
- Hang Castaway 2 Phone on dispatch umbrella
- Plug in ADA Chair Battery and test in all 4 directions

Garden Pool (GP):

- Check bottom of pool and ensure that it is clear and clean
- Place personal belongings in cabinet within pumproom
 - Grab new procedure sheet from LG Binder within cabinet
- Hang Garden Pool 2 Phone on Lifeguard Stand Umbrellas
- Check facility for hazards
 - Slip test deck
 - Check handrails
- Check ALL LG equipment
 - Back board
 - Ensure crash-bag is present
 - LG tube is in good condition
 - Your own CPR mask is ready to go along with your whistle

- Walk through and be sure area is free of trash and furniture is organized and presentable
- Please in ADA Chair Battery and test in all 4 directions
- Set up Host Stand
 - Place Garden Pool 1 iPhone and iPad on table
 - Ready seating chart with marker and eraser nearby
 - Check first aid kit for essential items -> Hang one emergency button on the host umbrella
 - Set up towels
 - Please LG Clipboard with new procedure sheet and fill out as you complete tasks

Closing Procedure

AFTER SUNDOWN UMBRELLAS MUST BE PUT DOWN SAFELY IF THEY ARE NOT IN USE. IF GUESTS ARE AT THE TABLE YOU MAY KINDLY ASK IF YOU CAN PUT THE UMBRELLAS DOWN OR WAIT FOR THEM TO LEAVE. YOU CAN BEGIN WIPED TABLES IN THE LAST HOURS.

Castaway Cove (CAC):

- Make sure the facility is completely free of patrons, including the restrooms
 - A 15-minute warning can be given at 9:45p
- Put any remaining umbrellas down
- Clean/ organize the facility
 - Sweep up food and trash
 - Organize furniture
 - Wipe down tables that did not get cleaning previously
 - Place dirty towels in the towel bin
- Close off green slides with ropes
- Place closure signs in both Green & Red slides
- Remove ADA Chair Battery
- Put LG Tube in Towel storage

- Take: **ADA Chair Battery, CAC 1 & 2 iPhone, iPad, First-Aid Kit, LG Clipboard, Lost & Found (dry)** to the Front Office
 - Place Phones/iPad/ADA Battery on their proper chargers, make it look neat
 - Place First Aid Kit/Clipboard in dedicated storage, by break-room fridge
- Any lost & found that is dry:
 - Bring to the front desk/back office
 - Label with pre-printed tag
 - Place in plastic bag and give to LG MOD
- Any lost & found that is wet, leave in facility to dry, but leave it out of guest sight as best as possible
- Return Key Cards to Managers

Garden Pool (GP):

- Make sure the facility is completely free of patrons
 - Be sure BOTH gates are closed completely before you leave the facility
 - A 15-minute warning can be given at 9:45p
- Put any remaining umbrellas down
- Clean/Organize the facility
 - Sweep up food and trash
 - Organize furniture
 - Wipe down tables that did not get cleaned previously
 - Place dirty towels in the towels bin
- Remove ADA Chair Battery
- Put LG Tube in Towel Storage
- Get personal items out of the pump room; close door completely making sure it locks
 - Place the key in the First Aid Kit

- Place dry lifejackets within storage bin, under the host table
 - Any lifejackets that are excessively wet; leave to dry on rack
- Take: **ADA Chair Battery, GP 1 & 2 iPhone, iPad, First-Aid Kit, LG Clipboard, Lost & Found (dry)** to the Front Office
 - Place Phones, iPad, ADA Battery on their proper chargers, make it look neat
 - Place First Aid Kit/ Clipboard in dedicated storage, by break-room fridge
- Any lost * found that is dry:
 - Bring to the front desk/ back office
 - Label with pre-printed tag
 - Place in plastic bag & give to LG MOD
- Any lost & found that is wet, leave in facility to dry on bottom shelf on towel cabana
- Return Key Cards to Managers