

## **Rise Park Opening & Closing Procedures**

### 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 area
4. Set up Pool Monitor Location with gear box, clock, buoys, first aid kit, umbrella, and clipboard with Daily Procedure Sheet.
  - a. Make sure you have a clear view of the pool
5. Place all of your belongings into the gear box or storage area
6. Walk the facility checking for hazards or trash and organizing the furniture
7. 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
  - a. Put Weekly Procedure Sheet into expanding file in the correct folder
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