



The Club at Rancho Niguel

24745 Rancho Niguel Rd

Laguna Niguel, CA 92677

Lifeguard Binder

Opening Procedures:

1. Clock in on the When I Work App
2. Enter the facility through the gate and tell the receptionist you are there to pool monitor.
3. Retrieve the gear box and buoy from the office
4. Set up Pool Monitor area with buoy, first aid kits, umbrellas, and clipboard with Weekly Procedure Sheet.
 - a. Blank Weekly Procedure Sheets can be found in the expanding file
 - b. Place chair on the left corner of the lap pool in between the kid pool and lap pool if it is not already there.



5. Place all of your belongings inside 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 and Facility Office Staff

During Shift Tasks and Rules:

1. Take pool/deck count every hour on the hour
2. When working at this facility you should spend most of your time mobile. For Example:
 - a. Walking between all the pools
 - b. Standing in the area with the highest number of at-risk swimmers
3. Make sure the deck is always clean of trash and the furniture is organized
4. Enforce all rules CONSISTENTLY – See Rules for specifics
 - a. Children under 6 are not permitted in the lap pool
 - b. No one under the age of 14 is allowed in the jacuzzi
5. Notify Management of any issues and any questions
6. The Facility Staff will call Safety Breaks when they think they are necessary
 - a. Assist in keeping children under 12 out of the water completely
7. You are allowed to use the fridge, microwave, and water cooler that are on site.

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. Total the columns
3. Return the clipboard, first aid kit, and expanding file to the gear box. Return all gear to the office.
4. Clock out on the When I Work App