

Opening Procedures:

1. Park in Staff Parking and grab parking slip to validate at Security
 - a. It is a fairly long from Staff Parking to Security, please make sure to plan ahead for the walk time
2. Enter through dock doors by Security, current access code will be in shift notes
3. Clock in on the When I Work App
4. Check out key fob from Security
5. Retrieve the gear from the storage area
6. Set up Lifeguard Stand with buoy, first aid kit, clipboard, and expanding file folder.
 - a. Make sure you have a clear view of the pool of the catch pool
7. Place all of your belongings into the storage area
8. Walk down both slides checking for any defects
9. Ride both slides checking for any defects
 - a. Make sure you bring a towel with you for your shift
10. Walk the facility checking for hazards or trash and organizing the furniture
11. Report any maintenance concerns or issues to Facility Staff

During Shift Tasks and Rules:

1. Attendant will allow 1 rider at a time
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

You will take your own breaks at this location. Your breaks will be taken at the same time as the attendant and are as follows:

10 minute break - 12:00 pm

30 minute break (if required) - 2:30 pm

10 minute break - 4:30 pm

Closing Procedures:

1. Straighten the pool furniture and pick up trash on and around the pool deck
2. Return gear to storage area.
3. Return keys to Security
4. Clock out on the When I Work App