



## ALISO VIEJO AQUATIC CENTER CSR

### OPENING DUTIES

CLOCK IN

RETRIEVE FACILITY KEYS FROM PREMIER LOCK BOX

UNLOCK BATHROOMS & TURN ON HEATERS (WINTER)

WHEEL OUT TOWER HEATERS FROM BATHROOM TO DECK (WINTER)

UNLOCK OFFICE & TURN OFF ALARM (PUT KEY ON BOOKSHELF)

GRAB A WALKIE TALKIE FOR THE FRONT DESK

BRING OUT A-FRAMES, SIGNS, SANITIZER

TURN ON TV AND PACE CLOCK

COUNT DRAWER TO \$300 & RECORD (IF NOT \$300, NOTIFY MANAGER)

LOG INTO CIVREC AND JACKRABBIT

HELP REMOVE POOL COVERS & STORE TROLLY BY SPLASH PAD (WINTER)

TURN ON KID POOL, SPLASH PAD & LAP POOL LIGHTS (IF DARK)

COMMUNICATE ANY ISSUES TO MANAGER ON DUTY

### CLOSING DUTIES

CHECK ALL **SWIM LESSON** AND **SWIM TEAM** ATTENDANCE WAS RECORDED

UPDATE WHITEBOARD WITH CORRECT STAFF FOR TOMORROW

BRING IN A-FRAMES, SIGNS, SANITIZER

COUNT DRAWER TO \$300 AND RECORD

RUN REPORT FROM CIVREC AND DEPOSIT CASH

RESTART COMPUTER

CHARGE RADIO AND LAPTOP

TAKE LARGE TRASH TO DUMPSTER

TURN OFF TV AND PACE CLOCK

HELP PUT ON POOL COVERS (WINTER)

ENSURE OFFICE IS CLEAN

COMMUNICATE ANY ISSUES TO MANAGER OF THE DAY

TURN OFF AND STORE HEATERS IN BATHROOMS (WINTER)

LOCK BATHROOMS THEN OFFICE AND SET ALARM

RETURN KEYS TO PREMIER LOCK BOX

CLOCK OUT

INTERM DUTIES	
DAY SPECIFIC	
<b>**WEDNESDAY** PREPARE GARDA BAG AND HAVE MANAGER SIGN OFF</b>	
<b>**TUESDAY/THURSDAY** OPEN GATE AND TAKE 10 IF NO MANAGER IN BY 8:00am</b>	
SWIM LESSONS + JACKRABBIT <b>**PRIORITY**</b>	
<b>(M+A)</b>	CALL WAITLIST CLASSES & 4+ ABSENCES AND LEAVE NOTES
<b>(A)</b>	DELETE ALL WAITLIST THAT HAS BEEN CONTACTED 24+ HOURS AGO
<b>(M+A)</b>	CALL ONLINE LEADS (SLACK <b>#AVAC-ONLINE-LEADS</b> )
<b>(M+A)</b>	RECORD ABSENCES, SCHEDULE MAKEUPS AND MAKE TRANSFERS IN JACKRABBIT
<b>(M)</b>	CHECK VOICEMAILS, RESPOND ACCORDINGLY + DELETE
<b>(M)</b>	INPUT SWIM INSTRUCTOR NOTES FROM CLIPBOARD TO JACKRABBIT
CLEAN + ORGANIZE	
CLEAN AND ORGANIZE FRONT DESK AREA	
CLEAN AND ORGANIZE SUPPLY CLOSET/BREAK ROOM	
CHECK OFFICE FOR NEEDED SUPPLIES AND REPORT TO FACILITY MANAGER	
CHECK SHELF FOR NEEDED CLEANING SUPPLIES AND REPORT TO FACILITY MANAGER	
CHECK BATHROOM FOR NEEDED SUPPLIES AND REPORT TO FACILITY MANAGER	
UPDATE INVENTORY ON CIVREC AND RESTOCK IF EXTRA (CONCESSIONS, SWIM SUPPLIES)	
EXTRA	
CHECK FACILITY FOR OUT-OF-DATE SIGNS AND UPDATE	
TEST ACTIVE WALKIE-TALKIES WITH LIFEGUARDS	
ASK MANAGER & HQ OFFICE FOR ANY EXTRA DUTIES	
CONTACT (SLACK OR EMAIL) MANAGER WITH ANY ISSUES	

**(M+A)** - MORNING + AFTERNOON

**(A)** - AFTERNOON

**(M)** - MORNING

**THERE MAY BE OVERLAP BETWEEN MORNING AND AFTERNOON TASKS**