



ALISO VIEJO AQUATIC CENTER MANAGER

Opening Duties
Unlock Office
Facility/Pump Room Walkthrough
Check Heaters/Fill Out Chem Log
Check AED
Check Calendar For Events And Set Up Appropriately
Ensure All Staff Is On Time
Oversee And Assist With Opening Procedures
Make Break Schedule On White Board
Grab A Walkie Talkie
Call Your Manager For Any Time Sensitive Issues Or Slack/Email

Interm Duties
Monday, Wednesday, Friday Clean Out Pool Vacuum Filters
Wednesday Prepare Garda Bag Ensuring Amount is Correct
Ensure Chems Remain Stable And Sanitary
Change Lane Line Schematics At Appropriate Times Of The Day
Follow Break Schedule/In-Service Guards
Anticipate Issues With Staff, Patrons Or Facility And Take Appropriate Action
Be The Bridge Between Patrons And Staff
Delegate Cleaning Duties Who Staff Who Have Time
Slack/Email Any Issues To Your Manager
Consistently Enforce All State And AVAC Policies

Closing Duties
Make Sure All Interactions Were Recorded On OneTeam360
Facility/Pump Room Walkthrough
Check Chemtrols, Ensure Ph/Chlorine Feeds Are On Auto Unless Told Otherwise
Fill Out Daily Report On OneTeam360
Oversee Closing (Ensure All Equipment Is Stored Correctly)
Leave Slack Or Email With Important Issues
Lock Up And Clock Out