

# Aquatics Handbook



**Columbus Parks and Recreation Department**  
**Post Office Box 1340**  
**Columbus, Georgia 31902**  
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## INTRODUCTION

Welcome to the Aquatics Section of the Columbus Parks and Recreation Department. This handbook is designed to give each employee a general knowledge of rules and regulations that will be followed your entire period of employment. It includes the guidelines, expectations, job descriptions, responsibilities, policies and procedures for each of the following positions—Manager, Assistant Manager, Head Lifeguard, Lifeguard, Concession Manager, Concessionaire, Aquatics Supervisor and Pool Crew Laborer.

You as the employee are responsible for knowing the information in this handbook, and will be held responsible for your own personal actions while on duty. Once you have received this book, you will sign and return this page to the Aquatic Program Supervisor.

I, \_\_\_\_\_, have received and will read all the rules, regulations, policies, and procedures pertaining to the Aquatics Employee Handbook. I can now be held responsible for all the information that is in this guide. If I have any questions, I am to ask my supervisor for any and all clarification.

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Signature

---

Date

## *General Policies*

### **Hours of Operation:**

Monday – Tuesday: Private Rentals, schedules may vary week to week

Wednesday – Friday: 12:00pm –6:00pm

Saturday – Sunday: 11:00am-7:30pm

Employees must report to work at least 30 minutes prior to the pool opening

### **Appearance:**

All employees must come to work dressed in a clean and orderly manner and be prepared to work. He/She should have on an appropriate uniform shirt given to them as well as a Lifeguard swimsuit, which can be purchased from the Aquatics Division. If the uniform given or purchased becomes torn, ripped, faded or in any unkempt manner, it will need to be replaced at the expense of the employee. Employees must have long hair pulled back, tied, and out of the way. No hats allowed unless provided by management.

### **Transportation:**

Columbus Parks and Recreation is not responsible for placing employees at facilities close to their homes for their convenience. Nor is it responsible for placing employees together for transportation purposes. All employees are responsible for their own transportation to/from their assigned facilities. Please remember you are employed by the Columbus Consolidated Government, not any particular pool.

### **Friends & Family Members:**

Friends and family are allowed to come to an employee's pool, under the condition that they are treated as patrons and as long as it does not interfere with the duties and responsibilities of that employee. They are not allowed into the staff areas. They must pay all regular admission and concession fees. Employees are not expected to watch these individuals just because the family member works at the facility.

### **Clocking In/Out:**

Clocking in and out should be done by yourself and ONLY for yourself. No one should clock anyone else in or out. If an employee is caught doing this, he/she will be written up and sent home for the day and other disciplinary action could follow up to and including termination. If an employee forgets to clock in or out, the manager on duty may write in and initial the appropriate time. This procedure will only be used sparingly and at the discretion of the manager. Chronic writing in of times on an

employee's time card will not be acceptable and will subject to disciplinary action. It will be considered VOLUNTEER TIME if you're not clocking in like you are required. Time cards are to be left at the pool; you may not have more than one time card per pay period. Managers are the only people to enter hours.

### **Management On-Site:**

Each pool facility must always have at least one manager and/or one assistant manager scheduled during operational hours. One manager must be onsite at all times. In regards to vacation, these managers must alternate respectively such that this policy is fulfilled.

Example: The Pool Manager and the Assistant Pool Manager can never take vacation at the same time. It is expected that the individual that does not take vacation, work from open to close.

### **Tardiness:**

Employees are expected to be ready and begin work at the time they are scheduled. This does not mean that they are just physically on the property i.e. changing clothes, eating lunch, etc. Anyone who is late or violates this policy will be subject to disciplinary action. Employees must report to work at least 30 minutes prior to the pool opening.

### **Sick/Absent:**

If an employee is sick, he/she needs to contact the manager an hour before their scheduled work time. The employee then has two options. One, the employee should come to the pool and be sent home at the manager's discretion or two, needs to bring a doctor's statement in the following workday if the employee does not come in at all.

### **10-Minute Break Time:**

There will be a 10-minute break at 10-till the hour every hour. This is to ensure that children are taking a bathroom break and for a staff member to perform a water test and document the findings in the logbook provided. Make any necessary adjustments during this time and make sure they are recorded in the logbook.

### **Appropriate Swim Attire:**

Appropriate swim attire for patrons includes any fast-drying material (example: nylon, athletic shorts). Suit needs to have a liner and tie up. No thongs, sports bras, denim, khaki, or cut offs. Underwear should not be able to be seen.

**Vacation:**

All employees are allowed up to 7 days vacation within the pool season, if available. The Pool Manager and Aquatic Program Supervisor must approve all vacation dates. Emergency leave/vacation must be verified and worked out with the manager before the employee leaves. Unless a verifiable emergency/sickness, all vacation days must be turned in to the Aquatic Program Supervisor prior to the Opening Day.

*All vacation dates must be filled out on the official vacation form provided.*

**Pool Rentals:**

Although public swim hours are Wednesday through Sunday, pool rentals are also scheduled on Mondays, Tuesdays, and occasionally after public swim hours (Wed-Sun). The Aquatic Program Supervisor is the only person with the ability to contract the pool out for a private rental. Staff may have to work one or more of these days a week. All work schedules will be worked out with your pool manager prior to the workweek. Employee conduct during these times should be just as upstanding as it should be during "regular" business hours. All rules and regulations still apply for everyone (employees and patrons alike) in the facility.

**Facility Occupation:**

Employees are only allowed to be at the pool an hour before or after opening/closing time. Anyone at the pool after-hours, without the permission of the Aquatic Program Supervisor or Pool Manager, will be trespassing and relieved from duties permanently. There should be no patrons in the pool before opening time and ONLY lifeguards should be on the stand. Staff visiting other pools will be treated the same as patrons (exception: they don't have to pay daily fee). He/she is not to be in uniform, must follow all the rules, and stay out of staff areas.

**Checks:**

All employees are to have direct deposit, and this process can be easily completed at orientation or through the Human Resources/Administration Section at the Aquatics Office. Pay stubs are picked up at the manager's meeting on Friday mornings. If the stubs are NOT picked up by 11:00 am Friday morning, they will be mailed. All employees are paid weekly. Employees will be paid on Fridays for the previous Saturday - Friday.

Example:

| Monday | Tuesday | Wednesday | Thursday   | Friday                          | Saturday  | Sunday    |
|--------|---------|-----------|------------|---------------------------------|-----------|-----------|
| 1      | 2       | 3         | 4          | 5                               | 6<br>WORK | 7<br>WORK |
| 8 WORK | 9 WORK  | 10 WORK   | 11<br>WORK | 12<br>WORK<br>Time<br>turned in | 13        | 14        |
| 15     | 16      | 17        | 18         | 19<br>Pay Day                   | 20        | 21        |

An employee works from the 6<sup>th</sup> through the 12<sup>th</sup>. Time is turned in on the 12<sup>th</sup>. The employee receives the pay on the 19<sup>th</sup>.

**Employee Break Time:**

If an employee is given a break, he/she must still conduct themselves accordingly while in public view. This time should be spent in a positive manner.

**Grievances:**

Any and all issues or problems follow an open-door policy but must go through the chain of command. This means, all employees should feel free to address grievances with the manager on duty first. If the problem does not or cannot be fixed at that time, he/she may take the issue to the Aquatic Program Director to be addressed.

Lifeguard → Head Guard → Assistant Pool Manager/Pool Manager → Aquatic Program Supervisor

Concessionaire → Concession/Pool Manager → Aquatic Program Supervisor

Laborers → Aquatic Program Supervisor

Administrative Pool Specialist → Aquatic Program Supervisor

All employees must use staff chain of command to solve problems. Parents/Guardians are not part of this chain of command. The Aquatic Program Supervisor does not and will not answer questions pertaining to an employee and his/her issues from parents/guardians, i.e. work schedules, transportation, vacations, personality conflicts, pay, etc.

### **Concession Stands:**

- Only concessionaires and managers are allowed in concession areas at any time.
- Employees must wash hands prior to handling any non-packaged foods.
- Employees must wear gloves while handling and serving non-packaged foods.
- No employees are allowed to eat any concession stand items without paying for them.
- Managers must submit concession order Sunday evening before leaving the pool.
- Managers must submit a "Daily Food Report" everyday. This report must be given to the Aquatics Supervisors each morning. All cooked unsold food must be thrown away at the end of the day.
- Managers must submit a "Birthday Party Report" form whenever there is a birthday party at the pool. This report must be given to the Aquatics Supervisors each morning

### **Radios/Computer/Cell Phones/Facility Phone Use:**

You may have a Radio/CD Player/Tape Player at any workstation inside the building, but the Pool Manager must approve the selection of music. All radios must maintain minimal listening requirements for the individual employees listening. Patrons outside the work area should not be able to hear the music.

Computers located at the pools shall only be used for official city business.

Cell phones must remain in the employee's locker and only used during his/her breaks. You are not to take your cell phone with you while you are on stand.

Employees may use facility phones for personal business for a maximal allowable time of 2 minutes per call. Violation of this policy will result in forfeiture or loss of all phone privileges for the rest of the season.

### **Reserve Guards:**

Reserve guards will be assigned by the Aquatic Program Supervisor. They will have a schedule that each reserve guard is able to work and the manager will email Aquatics Office as needed.

### **Birthday Parties:**

Birthday parties are handled through the Assistant Pool Manager or Pool Manager. Reservations need to happen in a timely manner to order the necessary items in time. Birthday parties must be scheduled at least 10 days in advance with a signed contract.

### **Mandatory Staff Meetings and Workshops:**

ALL employees are required to attend this meeting and or workshops as designated. These meetings/workshops are used to develop staff cohesion, present staff awards and implement solutions to problems that may arise.

ALL employees (even those who do not intend to return) are required to attend this meeting unless prior leave has been approved. Employees failing to do so will be subject to disciplinary action.

### **Rain/Thunderstorm Policy:**

Upon noticing thunder and/or lightning, personnel will apply this procedure:

At this point you are in a Rain Delay. At least one staff member will continue to watch the weather using this procedure. When the storm moves out and you have not heard thunder or seen lightning for 30 minutes, you will reopen the pool.

During the Rain Delay, staff is to do in-service training or other duties supervised by the manager. This does not mean play cards, watch TV, or anything else that falls within these activities. If the pool is shut down to the public, it is also shut down to the staff. It is hard for the Public to understand why the staff can swim, but they cannot. So don't do it. If this procedure continues past two hours, the pool may shut down for the day.

Contact the Aquatic Program Supervisor anytime the pool is closed down. You do not need to ask. Just follow the procedures as they are outlined here. If the two-hour delay had passed, a decision will be made regarding the rest of the day.

**THERE ARE NO REFUNDS FOR PATRONS DUE TO RAIN!!!**

### **Rain/Thunderstorm Policy - Swim Lessons**

Swim lessons will for the most part be called at the time of the lesson, never before. The only time they will be called before the class time will be by the Aquatic Program Supervisor. If that does happen, Instructors will call their students and tell them about the cancellation and when it will be made up.

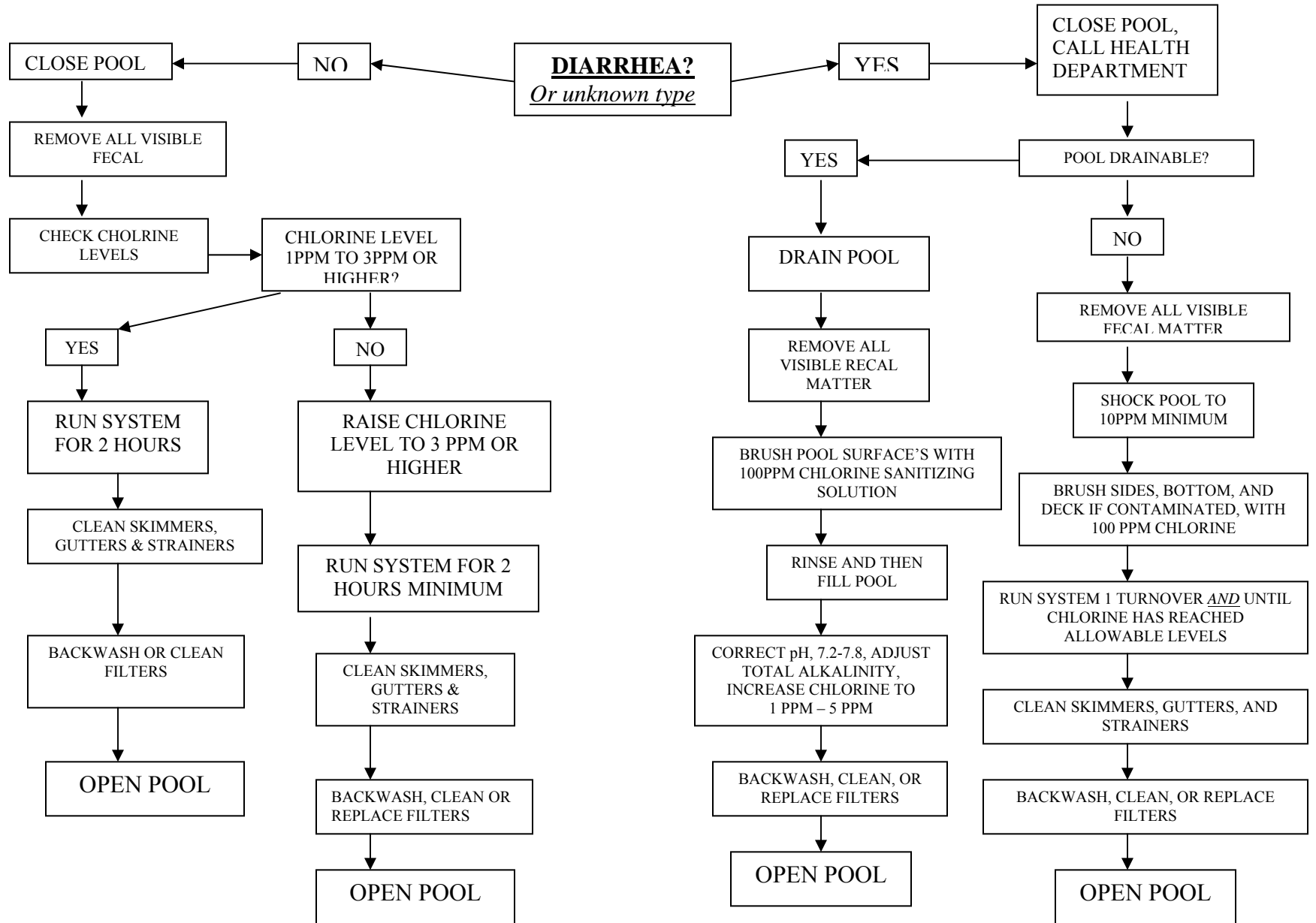
### **Throw up & Poop Policy:**

When you have a diarrhea incident in the pool, you must notify the Aquatic Program Supervisor. If it can be determined who pooped in the pool, you must suspend the individual (and parent, if

individual is underage). In terms of sanitation, if it is diarrhea, you must evacuate everyone out of the pool, get what you can of it out of the pool (making sure to disinfect any equipment used for this afterward), increase chlorine level to 10ppm for at least 30 minutes, and keep pool closed for 1 turnover rate (6 hours at D.C. and 4 hours for leisure). If it is a solid mass, use the same procedure, except to keep pool closed for minimum of 1 turnover rate (6 hours at D.C. lap pool, 1 hour at D.C play pool, and 4 hours for leisure pools). This procedure can be used for throw-up as well.

**SEE FECAL INCIDENT DIAGRAM ON NEXT PAGE.**

# FECAL INCIDENT



## CCG Computer User Agreement

This computer is to be used for only specified purposes. Through use of this computer, you agree to the following:

1. Relocating this equipment to another area of the department or out of the department is prohibited. Any relocation requirements must be approved by the Director of Information Technology and performed by Information Technology technicians.
2. No Software other than that furnished by the Information Technology Department will be installed on this machine. Other software requirements deemed necessary must be requested and justified to the director of Information Technology by your department head.
3. Connecting or installing other computer hardware paraphernalia to this personal computer such as speakers, zip drives, tape drives, cameras, modems, scanners, printers, fax machines and any other items not approved and purchased by the Information Technology Department is prohibited. Hardware requirements deemed necessary must be requested and justified to the director of Information Technology by your department head.
4. Downloading software from the Internet such as screen savers, games, system enhancements, utilities and any other software other than software from an official site that you must have to perform the functions of your job is prohibited.
5. Connecting to the Internet by means other than through the Information Technology Department's T1 Frame Relay network is prohibited. Special requirements to access the Internet by other means must be requested and justified to the Director of Information Technology by your department head.
6. Internet access through Information Technology's T1 Frame Relay network must be requested in writing by your department head to the director of Information Technology.
7. Reloading the Windows operating system or loading an upgrade of the Windows operating system is prohibited.

Violations of these policies will result in your machine being removed from your area, taken to the Information Technology Department for a complete uninstall and a thorough check of all unauthorized software and hardware. Prior to your machine being returned to your area, the Director of Information Technology will notify your department head of the situation.

Print Employee Name \_\_\_\_\_

Sign Employee Name \_\_\_\_\_

Date \_\_\_\_\_

## Money Handling Procedures

### Safes:

The only individuals who should have access to the safe shall be the Pool Manager and Assistant Manager. The Pool Manager may ask at any time to have the money accounted for any reason.

Start up money will consist of \$100.00 for gate; \$100.00 for concessions and the remainder in the safe for change handling.

### Counting Money:

All swimming pools have a Point of Sale System whereby all monies for fees; concession, lessons, etc are taken into that system by pool staff. At the present time, the pools each have start up money in the amount of \$300.00 with the exception of Psalmound Pool, which has \$400.00. The following are the procedures that must be utilized by the pool staff when closing:

1. Take the start up money out of the drawer and put into bag.
2. The remainder of the money is counted by staff using the Daily Money Counting Form provided and put into a sealed bag and put into the safe overnight.
3. The next morning Aquatics Supervisors will collect the bags. At the same time, the Aquatics Supervisors will collect the money counting form from all pools as well as the Daily Food Count form provided.
4. The Aquatics Supervisors will take the money to the bank to be counted and deposited. Deposit slips will be provided. The Aquatics Supervisors will then take the deposit slips and all paperwork to the office of the Finance Manager.
5. Finance Manager prepares a miscellaneous receipt for the day's total.
6. An email is generated by the Finance Manager to the pool personnel and appropriate Supervisory staff that outlines the money taken in, any shortages or overages and copies of the daily balance sheets. All pool personnel must read their emails *daily* and answer any questions in the emails. Pool personnel will answer all questions necessary to ensure that these balances are properly recorded and to help correct unresolved issues.

7. The Finance Manager corrects the inventory to reflect unused food and birthday party items.
8. A staff member takes deposit bag to the bank daily.
9. Miscellaneous receipt sent to Revenue. All Miscellaneous Receipts must be turned into Revenue within the same week of the bank deposit.
10. Miscellaneous receipt kept on file with division/section and in office of Administration.
11. Copies of all forms and paperwork must be kept on site and be available for review.

**Acceptable forms of Payment:**

Cash (\$20 and above checked for counterfeit)

Checks (local with appropriate ID and information written on the check)

Credit Card (VISA/MASTERCARD)

## Money Handling Policies

As an employee working for Columbus Consolidated Government, I am expected (according to my job description) to be able to count money, return correct change to the customer, and operate registers/computers correctly within a certain degree of human error as prescribed in the Aquatics Employee Handbook. Failure to do so will result in the following actions to be taken. Pool Managers and Assistant Pool Managers are the only staff allowed to take disciplinary action against an employee.

Discrepancy of Point of Sale System Reports, Inventory, and Cash Draw within the allowable shortage/overage \$5.00 range.

Will result in written documentation

Discrepancy of Point of Sale System Reports, Inventory, and Cash Draw outside the shortage/overage \$5.01 range but less than \$10.00.

Will result in written reprimand

Discrepancy of Point of Sale System Reports, Inventory, and Cash Draw outside the shortage/overage \$10.01 range.

Will result in:

Written reprimand and

Repayment of Total Amount through That week's paycheck.

And/or possible termination.

In cases involving larger amounts of monies or frequent violations, Columbus Consolidated Government may press charges or consider arrest based on the seriousness of the case.

This policy is presented to you for your signature to insure that you understand the goals and objectives that are prescribed to you within your job description regarding these policies. This is also to make you aware of the implications that may be followed in the event that money-handling procedures are not followed.

---

Employee Signature

---

Date

## Reports

### **General:**

All reports will be filled out on a daily basis and not at the end of the week. Employee time will be entered daily, inventory will be taken twice a day, start up money will be counted twice a day, and money-handling reports will be filled out twice a day.

### **Daily Reports:**

Replication of Computers (completed first thing upon opening doors)  
Money Balance (completed by shift change – twice a day)  
Inventory (completed by shift change – twice a day)  
Employee Hours (completed on a daily basis)  
Maintenance Report (Pool Shop/Aquatic Program Supervisor – as needed)  
Daily Food Report  
Birthday Party Report

### **Weekly Reports:**

Patron Numbers (emailed by Sunday close of business)  
Inventory/Order Reports (emailed by Sunday close of business)  
Credit Card Batch Reports  
Deposit Report (emailed by Sunday close of business)  
Order Receipts (Chlorine, CO2, Coke, Food – turned in at manager meeting)  
Time Cards (turned in at manager's meeting)  
Vacation Requests (turned in at manager's meeting)

### **Mailbox Policy**

All reports to be turned into Aquatic Office will be done so by way of the mailbox in each pool's pump room. Reports should be placed there no later than 8:00am Monday morning, at which time; the pool crew will take all contents to Aquatic Office. All reports and invoices should be included in this folder.

### **Pool Inspections and Equipment Turn In**

Managers of each pool and those scheduled are ultimately responsible for having the pool and its equipment ready for inspection at any time. At the end of the season, all equipment shall be tagged or stored away for the winter. Any facility maintenance issues shall be in writing and turned into the Aquatic Laborers at this time.

## **Chemicals/Equipment/Pool**

Water tests will be taken IMMEDIATELY upon arriving at the pool and every hour after that until right before departing from the pool. After checking the water, you must also check the Strantrol and CO2 feeding systems as well. Every water test and Strantrol reading must be documented in the Water Test Log Book provided.

### **Test Kit**

Chlorine-Rinse out tubes first, then fill tube with pool water up to the indicated line. Add five drops of reagent #1, and then add five drops of reagent #2. Put cap back on the tube and shake until water changes color. Match up the color of the water with the color on the tube. When finished, enter reading in chemical test book.

Ph-Rinse out tube first, then fill tube with pool water. Add five drops of red indicator dye (reagent #4). Put cap back on and shake until water changes color. Match up the color with one of the colors on the glass. When finished enter reading in the chemical test book.

Calcium Hardness and Alkalinity: This test is done a minimum of once a day. Follow the directions as indicated in top of test kit.

### **Duties in reference to the chemical log:**

Daily: After taking a water test once every hour, the reading needs to be recorded in the appropriate log.

### **Strantrol:**

Calibrating: Will be done when necessary, as it is checked every time a water test is taken.

Reset Alarm: When an alarm is first noticed, push the re-set fail button and take appropriate action to recalibrate, if necessary.

Manual feed: Manual feed is a last resort if the Strantrol is failing to provide the appropriate pool chemistry.

### **Changing CO2 canisters:**

After finding that a canister is empty, you must completely close the valve on top by turning the knob all the way to the right (there will be a tight stop). Next, unscrew the CO2 gauge system using the wrench provided to do so. Then,

attach the CO2 gauge system to a full container. Open valve on top of canister and make sure that the flow ball on the CO2 feeder is adjusted to about 20 p.s.i. Filters: Backwash daily and record in provided Log Book. The Assistant Manager is responsible for making sure this happens.

**Filter basket:**

Clean daily.

**Check Pumps:**

Make sure that pumps are still running.

**Vacuum Pool:**

This will be done weekly or as often as needed. The Assistant Pool Manager is in charge of making this happen.

**Sweeping/hosing off deck:**

This will be done regularly as debris such as pine straw and other trash begin to litter the pool deck.

**Lock/Unlock and Setting up Deck Chairs:**

Every morning the staff will unlock pool chairs and place around the pool to accommodate patrons. Every night before leaving, the staff will stack pool chairs and umbrellas, locking the chairs together using the lock and chain.

**All duties on the Opening and Closing checklist provided will be performed daily and will be signed off on by the employee performing each task. Failure to do so will result in disciplinary action.**

## Water Test

|                |  |             |  |
|----------------|--|-------------|--|
| DATE:          |  | POOL:       |  |
| POOL OPERATOR: |  | START TIME: |  |
| POOL OPERATOR: |  | START TIME: |  |

| OPENNING TEST RESULTS |  |
|-----------------------|--|
| CL                    |  |
| PH                    |  |
| Total Alkalinity      |  |
| Calcium Hardness      |  |
| Cyanuric Acid         |  |

| STRANTROL READINGS |  |
|--------------------|--|
| CL                 |  |
| pH                 |  |
| HHR                |  |
| TEMP               |  |

**POOL READINGS**

| TIME    | POOL |    | STRANTROL |    |
|---------|------|----|-----------|----|
|         | CL   | pH | PPM/ORP   | pH |
| 6:00am  |      |    |           |    |
| 7:00am  |      |    |           |    |
| 8:00am  |      |    |           |    |
| 9:00am  |      |    |           |    |
| 10:00am |      |    |           |    |
| 11:00am |      |    |           |    |
| 12:00n  |      |    |           |    |
| 1:00pm  |      |    |           |    |
| 2:00pm  |      |    |           |    |
| 3:00pm  |      |    |           |    |
| 4:00pm  |      |    |           |    |
| 5:00pm  |      |    |           |    |
| 6:00pm  |      |    |           |    |
| 7:00pm  |      |    |           |    |
| 8:00pm  |      |    |           |    |

**CHEMICAL ADJUSTMENTS**

| TIME | ADJUSTMENT | INITIAL |
|------|------------|---------|
|      |            |         |
|      |            |         |
|      |            |         |
|      |            |         |



|  |          |           |
|--|----------|-----------|
| <b>Columbus Parks &amp; Recreation<br/>Aquatic Incident Report</b> |          |           |
| Pool Name:   | Manager: | Date/Time |
| Description of the Incident:                                       |          |           |
| Special Information:   |          |           |

|                                |        |              |
|--------------------------------|--------|--------------|
| Person Involved:               | DOB    |              |
| Complete Address:              |        |              |
| Home #                         | Work # | Cell/Pager # |
| Person taken to Hospital?      |        |              |
| If not, did they refuse to go? |        |              |
| If so, Which Hospital?         |        |              |

|                                |        |              |
|--------------------------------|--------|--------------|
| Person Involved:               | DOB    |              |
| Complete Address:              |        |              |
| Home #                         | Work # | Cell/Pager # |
| Person taken to Hospital?      |        |              |
| If not, did they refuse to go? |        |              |
| If so, Which Hospital?         |        |              |

|                   |        |              |
|-------------------|--------|--------------|
| Person Involved:  | DOB    |              |
| Complete Address: |        |              |
| Home #            | Work # | Cell/Pager # |

|                   |        |              |
|-------------------|--------|--------------|
| Person Involved:  | DOB    |              |
| Complete Address: |        |              |
| Home #            | Work # | Cell/Pager # |

|                   |        |              |
|-------------------|--------|--------------|
| Person Involved:  | DOB    |              |
| Complete Address: |        |              |
| Home #            | Work # | Cell/Pager # |

**Facility Opening Check List  
Assigned by Management**

**Date:** \_\_\_\_\_

Duties

Performed By

Unlock All Doors

Gate Door

Training Room Door

Men's Bathroom Door

Women's Bathroom Door

Family Bathroom Door

\_\_\_\_\_

Check Chemical Levels

Stranrol vs. Water Test

Make Adjustments

\_\_\_\_\_

Clean Out Filter Basket

\_\_\_\_\_

Put Out All Pool Equipment/ Accessories

Umbrellas

Rescue Tubes

Chairs

\_\_\_\_\_

Check Pool Equipment-Safety Issues

Diving Boards

Slides

Pool Accessories

Deck

\_\_\_\_\_

Put Out Trash Bags

\_\_\_\_\_

Pick Up Pool Deck

\_\_\_\_\_

Pick Up Outside Fence

\_\_\_\_\_

Create Rotation Schedule

\_\_\_\_\_

Clean and Stock Bathrooms (Men's, Women's, Family)

\_\_\_\_\_

Re-start Computers

\_\_\_\_\_

Check Emails and Respond if Necessary

\_\_\_\_\_

Verify Start Up Money

\_\_\_\_\_

Verify Cameras are Operational & Recording

\_\_\_\_\_

**Facility Closing Check List  
Assigned by Management**

| <u>Duties</u>  | <u>Performed By</u> |
|--|---------------------|
| Verify Cameras are Operational & Recording   | _____               |
| Verify Start Up Money  | _____               |
| Count Money and Put in Safe  | _____               |
| Fill out Daily Balance Sheet and Put in Log Book                                     | _____               |
| Clean and Stock bathrooms (Men's, Women's, Family)                                   | _____               |
| Clean Training Room  | _____               |
| Clean Office/Gate  | _____               |
| Clean Concessions Area   | _____               |
| Pick Up Pool Deck  | _____               |
| Pick Up Outside Fence  | _____               |
| Empty Trash  | _____               |
| Pick Up/Store Pool Equipment/Accessories<br>Umbrellas<br>Rescue Tubes<br>Chairs      | _____               |
| Check Chemical Levels<br>Strantrol vs. Water Test<br>Make Adjustments                | _____               |
| Lock All Doors<br>Training Room Door<br>Men's Bathroom Door<br>Women's Bathroom Door | _____               |
| Lock Gate Door and Front Gate  | _____               |

**OFFICIAL VACATION REQUEST FORM**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved by: \_\_\_\_\_

Date Approved: \_\_\_\_\_

-----  
(Stays in Employee File)  
(Returned to Employee)  
-----

Name: \_\_\_\_\_

Your vacation request for \_\_\_\_\_ has been:

\_\_\_\_\_ Approved

\_\_\_\_\_ Not Approved

## EMPLOYEE DISCIPLINARY RECORD (See reverse side for instructions)

|   |   |   |                |                           |
|---|---|---|----------------|---------------------------|
| 1. EMPLOYEE'S NAME  |   | SOCIAL SECURITY NO.                       |                |                           |
| 2. DEPARTMENT   | Parks and Recreation                    |   | DATE OF ACTION |                           |
| 3. TYPE OF ACTION   | Correction <sup>1</sup>                 | Correction with Probation <sup>1</sup>    |                |                           |
|   | Correction with Suspension <sup>1</sup> | Recommendation for Dismissal <sup>1</sup> |                |                           |
| 4. DATE OF VIOLATION  | TIME OF VIOLATION                       | PLACE OF VIOLATION                        |                |                           |
| 5. NATURE OF VIOLATION:   | Substandard Work <sup>1</sup>           | Conduct <sup>1</sup>                      | Attendance     | Carelessness <sup>1</sup> |
|   | Disobedience <sup>1</sup>               | Other (Specify):                          |                |                           |
| 6. DESCRIPTION OF VIOLATION:  |   |   |                |                           |
| 7. PREVIOUS DISCIPLINARY ACTIONS:<br>Describe:  |   |   |                |                           |
| 8. EMPLOYEE'S REMARKS RE VIOLATION: (The absence of any statement on the part of the employee indicates his/her agreement with the report as stated.) |   |   |                |                           |
| <p>The Fair Treatment Policy (HR Policy #220-504) provides employees with appeal rights for actions taken.</p>  |   |   |                |                           |
| 9. ACTION TO BE TAKEN: Verbal Warning   |   |   |                |                           |
| <p><b>Further infractions will result in further disciplinary actions up to and including termination.</b></p>  |   |   |                |                           |

10. I have read the above or had it explained to me, and have no further questions concerning it:

|                      |       |      |
|----------------------|-------|------|
| EMPLOYEE'S SIGNATURE | TITLE | DATE |
|----------------------|-------|------|

|   |       |      |
|---|-------|------|
| SIGNATURE OF PERSON WHO PREPARED REPORT | TITLE | DATE |
|---|-------|------|

|                        |       |      |
|------------------------|-------|------|
| SUPERVISOR'S SIGNATURE | TITLE | DATE |
|------------------------|-------|------|

|                                 |      |                                      |      |
|---------------------------------|------|--------------------------------------|------|
| DEPARTMENT DIRECTOR'S SIGNATURE | DATE | HUMAN RESOURCES DIRECTOR'S SIGNATURE | DATE |
|---------------------------------|------|--------------------------------------|------|

|                             |                                  |                                       |   |
|-----------------------------|----------------------------------|---------------------------------------|---|
| II. DISTRIBUTION OF RECORD: | Department Director <sup>1</sup> | Human Resources Director <sup>1</sup> | Affirmative Action Officer <sup>1</sup> |
|-----------------------------|----------------------------------|---------------------------------------|---|

DATE \_\_\_\_\_

POOL SITE \_\_\_\_\_

**GATE FEES:**

COINS

|      |   |       |   |       |
|------|---|-------|---|-------|
| 1.00 | x | _____ | = | _____ |
| .50  | x | _____ | = | _____ |
| .25  | x | _____ | = | _____ |
| .10  | x | _____ | = | _____ |
| .05  | x | _____ | = | _____ |
| .01  | x | _____ | = | _____ |

**TOTAL COINS** \_\_\_\_\_

**CURRENCY:**

|        |   |       |   |       |
|--------|---|-------|---|-------|
| 100.00 | x | _____ | = | _____ |
| 50.00  | x | _____ | = | _____ |
| 20.00  | x | _____ | = | _____ |
| 10.00  | x | _____ | = | _____ |
| 5.00   | x | _____ | = | _____ |
| 1.00   | x | _____ | = | _____ |

**TOTAL CURRENCY** \_\_\_\_\_  
**+CHECKS** \_\_\_\_\_  
**+VISA CARDS** \_\_\_\_\_  
**+MASTER CARDS** \_\_\_\_\_

**GRAND TOTAL GATES**

**CONCESSIONS:**

COINS

|      |   |       |   |       |
|------|---|-------|---|-------|
| 1.00 | x | _____ | = | _____ |
| .50  | x | _____ | = | _____ |
| .25  | x | _____ | = | _____ |
| .10  | x | _____ | = | _____ |
| .05  | x | _____ | = | _____ |
| .01  | x | _____ | = | _____ |

**TOTAL COINS** \_\_\_\_\_

**CURRENCY:**

|        |   |       |   |       |
|--------|---|-------|---|-------|
| 100.00 | x | _____ | = | _____ |
| 50.00  | x | _____ | = | _____ |
| 20.00  | x | _____ | = | _____ |
| 10.00  | x | _____ | = | _____ |
| 5.00   | x | _____ | = | _____ |
| 1.00   | x | _____ | = | _____ |

**TOTAL CURRENCY** \_\_\_\_\_  
**+CHECKS** \_\_\_\_\_  
**+VISA CARDS** \_\_\_\_\_  
**+MASTER CARDS** \_\_\_\_\_

**GRAND TOTAL CONCESSIONS**

DEPOSIT TOTAL

|                     |       |
|---------------------|-------|
| TOTAL COINS         | _____ |
| TOTAL CURRENCY      | _____ |
| TOTAL CHECKS        | _____ |
| VISA CARDS          | _____ |
| <b>MASTER CARDS</b> | _____ |
| GRAND TOTAL         | _____ |

**SIGNATURE**

FINANCE MANAGER \_\_\_\_\_

# DAILY FOOD REPORT

| ITEM            | # THROWN AWAY |
|-----------------|---------------|
| CHEESE PIZZA    | _____         |
| PEPPERONI PIZZA | _____         |
| SAUSAGE PIZZA   | _____         |
| HOT DOG         | _____         |
| HAMBURGER       | _____         |

MANAGER'S NAME \_\_\_\_\_

MANAGER'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**BIRTHDAY PARTY REPORT**

\_\_\_\_\_ **POOL**

| <b>ITEM</b>                        | <b># SOLD</b> |
|------------------------------------|---------------|
| <b>HOT DOG</b>                     | _____         |
| <b>LAYS REGULAR</b>                | _____         |
| <b>LAYS BARBECUE</b>               | _____         |
| <b>LAYS SOUR CREAM &amp; ONION</b> | _____         |
| <b>LAYS SALT &amp; VINEGAR</b>     | _____         |
| <b>DORITOS NACHO</b>               | _____         |
| <b>DORITOS COOL RANCH</b>          | _____         |
| <b>BAKED LAYS</b>                  | _____         |
| <b>M&amp;M PLAIN</b>               | _____         |
| <b>M&amp;M PEANUT</b>              | _____         |
| <b>SKITTLES ORIGINAL</b>           | _____         |
| <b>SKITTLES SOUR</b>               | _____         |

**MANAGER'S NAME**\_\_\_\_\_

**MANAGER'S SIGNATURE**\_\_\_\_\_

**DATE**\_\_\_\_\_

Job Title: **Pool Manager**

**Major Duties/Responsibilities:**

Must perform lifeguard and first aid skills in accordance with the appropriate certifications, enforcing facility rules and regulations, communicate with patrons, opening/closing procedures, keep up with chemicals, water tests, serve as example for entire staff, be at pool to open or close pool, supervise pool staff, handle money. Create work schedules, work closely with assistant pool manager, fill out weekly reports, file all reports in a timely manner, trouble shoot with computers, staff, and patrons. Pool Manager shall attend all required meetings or send a representative, if unable to make any meeting. Must be available to teach or assist in teaching swim lessons, if necessary. Managers **must be at pool facility 15 minutes prior** to the start of his/her schedule. Pool Manager is ultimately responsible for everything that occurs at the pool facility and must be available at all times, through issued pager, from opening day to closing day. Performs Other Related Duties As Assigned.

**Skills, Knowledge, & Abilities:**

Knowledge of how to communicate with patrons, taking water tests, creating rotation schedule, have leadership skills, delegating abilities, finding creative solutions and handling stressful situations. All other skills related to the required American Red Cross certifications.

**Authority Line:**

Has authority to ban patrons for violation of pool and safety rules. Has authority to write up and recommend employees for suspension or termination. Has authority to shut down the pool due to natural (weather), mechanical and chemical issues.

**Minimum Educational/Certification Requirements:**

Be in high school or have graduated high school. Have up-to-date Lifeguard, First aid, CPRO, AED, and Oxygen certifications. Water Safety Instructor (WSI), Lifeguard Instructor (LGI), or USA Swim Coach certification required. Be computer literate and familiar with how to work a cash register. Must have reliable means of transportation.

**Physical Requirements:**

While performing the essential functions of this job, the employee must work outside and stand for extended periods of time as well as lift heavy objects, if necessary. He/she must be aware and active in emergency situations, and if necessary, perform daily maintenance of pool facility. Minimum of 18 years old.

Job Title: **Assistant Pool Manager**

**Major Duties/Responsibilities:**

Must perform lifeguard and first aid skills in accordance with the appropriate certifications, enforcing facility rules and regulations, communicate with patrons, opening/closing procedures, keep up with chemicals, water tests, serve as example for entire staff, be at pool to open or close pool, supervise pool staff, handle money. Assistant Pool Manager will assign instructors to swim lessons at appropriate meeting. Must be available to teach or assist in teaching swim lessons, if necessary. May possibly have to create work schedule and work closely with pool manager. Assistant Managers **must be at pool facility 15 minutes prior** to the start of his/her schedule. Assistant Manger is ultimately responsible for everything that occurs at the pool facility while the Pool Manager is not present. Performs Other Related Duties As Assigned.

**Skills, Knowledge, & Abilities:**

Knowledge of how to communicate with patrons, taking water tests, creating rotation schedule, have leadership skills and be able to delegate pool duties. All other skills related to the required American Red Cross certifications.

**Authority Line:**

Has authority to ban patrons for violation of pool and safety rules. Has authority to write up and recommend employees for suspension or termination. Has authority to shut down the pool due to natural (weather), mechanical or chemical reasons in absence of Pool Manager.

**Minimum Educational/Certification Requirements:**

Be in high school, have graduated high school, or have GED. Have up-to-date Lifeguard, First aid, CPRO, AED, and Oxygen certifications. Water Safety Instructor (WSI), Lifeguard Instructor (LGI), or USA Swim Coach certification required. Computer literate and familiar with how a cash register works. Must have reliable means of transportation.

**Physical Requirements:**

While performing the essential functions of this job, the employee must work outside and stand for extended periods of time as well as lift heavy objects, if necessary. He/she must be aware and active in emergency situations, and if necessary, perform daily maintenance of pool facility. Minimum of 17 years old.

Job Title: **Head Lifeguard**

**Major Duties/Responsibilities:**

Must perform lifeguard and first aid skills in accordance with the appropriate certifications, enforcing facility rules and regulations, communicate with patrons, opening/closing procedures, work with the pool chemicals and water tests. Must be able to operate all pool equipment. Must be available to teach or assist in teaching swim lessons, if necessary. Head Lifeguard is ultimately responsible for the safety of the patrons and basic operations of the pool during operational hours. Performs Other Related Duties As Assigned. Must also be able to perform those duties covered in the Concessionaire's Job Description.

**Skills, Knowledge, & Abilities:**

Knowledge of how to communicate with patrons, taking water tests, creating rotation schedule, operate pool equipment, and serve as example for other lifeguards. All other skills related to required American Red Cross certifications.

**Authority Line:**

Has authority to ban patrons for violation of pool and safety rules. Has authority to verbally reprimand lifeguards.

**Minimum Educational/Certification Requirements:**

Be in high school, have graduated high school, or have GED. Have up-to-date Lifeguard, First aid, CPRO, AED, and Oxygen certifications. Water Safety Instructor (WSI), Lifeguard Instructor (LGI), or USA Swim Coach certification required. Must have reliable means of transportation.

**Physical Requirements:**

While performing the essential functions of this job, the employee must work outside and stand for extended periods of time as well as lift heavy objects, if necessary. He/she must be aware and active in emergency situations. Minimum of 16 years old.

Job Title: **Lifeguard**

**Major Duties/Responsibilities:**

Must perform lifeguard and first aid skills in accordance with the appropriate certifications, enforcing facility rules and regulations; communicate with patrons, opening/closing procedures, and water tests. Lifeguard is ultimately responsible for the safety of the patrons during operational hours. Performs Other Related Duties As Assigned. Must also be able to perform those duties covered in the Concessionaire's Job Description.

**Skills, Knowledge, & Abilities:**

Knowledge of how to communicate with patrons, taking water tests, and all skills related to the required American Red Cross certifications.

**Authority Line:**

Has authority to ban patrons for violation of pool and safety rules.

**Minimum Educational/Certification Requirements:**

Be in high school, have graduated high school, or have GED. Have up-to-date Lifeguard, First Aid, CPR, AED, and Oxygen certifications.

**Physical Requirements:**

While performing the essential functions of this job, the employee must work outside and stand for extended periods of time as well as lift heavy objects, if necessary. He/she must be aware and active in emergency situations. Minimum of 15 years old.

**Job Title: Assistant Pool Manager - Non-Certified**

**Major Duties/Responsibilities:**

Must enforce facility rules and regulations, communicate with patrons, perform opening/closing procedures, serve as example for entire staff, be at pool to open or close pool (if necessary), supervise concession staff, handle money and food items sold at facility, make ID cards, work the entrance gate, create work schedules, work closely with pool manager, fill out weekly reports, file all reports in a timely manner, and trouble shoot computers, staff, and patrons. Concession Manager is ultimately responsible for the start-up money, inventory, orders, deposits, and maintenance of concession equipment. Performs Other Related Duties As Assigned.

**Skills, Knowledge, & Abilities:**

Knowledge of how to communicate with patrons, have leadership skills, delegating abilities, finding creative solutions and handling stressful situations. Be able to work on a computer and work with money and cash registers.

**Authority Line:**

Has authority to ban patrons for violation of pool and safety rules. Has authority to write up and recommend employees for suspension or termination.

**Minimum Educational/Certification Requirements:**

Be in high school or have graduated high school. Be computer literate and know how to work a cash register. Must have reliable means of transportation.

**Physical Requirements:**

While performing the essential functions of this job, the employee may have to lift heavy objects, if necessary, and perform daily checks of facility to include bathrooms and concession room, as well as outside the gate. Minimum of 18 years old.

**Job Title:** Concessionaire

**Major Duties/Responsibilities:**

Enforce facility rules and regulations, communicate with patrons, perform cleaning duties as required, handle money and food items sold at facility, make ID cards, work the entrance gate, and trouble shoot computers, staff, and patrons. He/she may be asked to monitor patrons on the slides outside, if applicable. Concessionaire is ultimately responsible that every person who enters the pool has an ID card, pays pool entry fees appropriately, is accountable for his/her start up bank, and balances with register/computer reports. Performs Other Related Duties As Assigned.

**Skills, Knowledge, & Abilities:**

Knowledge of how to communicate with patrons and ability to handle stressful situations. Be able to work on a computer and work with money and cash registers.

**Authority Line:**

Has authority to ban patrons for violation of pool and safety rules.

**Minimum Educational/Certification Requirements:**

Be in or have graduated high school or have GED. Be computer literate and know how to work a cash register. Must have reliable means of transportation.

**Physical Requirements:**

While performing the essential functions of this job, the employee may have to lift heavy objects, if necessary, and perform daily checks of facility to include bathrooms and concession room, as well as outside the gate. Minimum of 16 years old.