

BENT TREE SWIMMING POOL
LIFE GUARD DUTY LIST
2019

POOL OPERATING HOURS:

- Lifeguards on duty shall keep the pool open for use 12:00 to 8:30 PM. or 12:00 to 8:00 PM, per the calendar.
- Lifeguard shall commence opening duties upon arrival at the specified time per the calendar.
- Lifeguard shall commence closing duties at pool closing time. An additional ½ hour is allotted for clean-up.

EXCEPTIONS:

- The lifeguard on duty shall have the authority to close the pool because of inclement weather (rain, lightning, thunderstorms), or if outdoor temperature is below 65 deg. f. –Refer to Manual
- The lifeguard shall remain on the premises while the pool is temporarily closed.
- The lifeguard shall re-open the pool if, within two (2) hours after closing, weather conditions improve. (30 min after last hearing thunder, 30 min after last seeing lightning)
- If inclement weather persists after 2 hours, the lifeguard shall close the pool for the remainder of the day.
- The lifeguard on duty shall temporarily close the pool in the event of fecal contamination, or chemical imbalance – Refer to Manual.

DAILY OPENING DUTIES:

- Display "keep gate closed" sign on gate.
- Put out backboard and lifesaving equipment at lifeguard stations.
- Put out /open umbrellas at lifeguard stations (optional) and ALL tables.
- Check first aid kit for adequate supplies. Replenish and report deficiencies to head lifeguard
- Check restroom cleanliness and supplies. Correct and report to head lifeguard. Keep extra rolls of toilet paper on toilet tank.
- Count deck chairs (44)
- Check pool, pool deck, and trashcan cleanliness. Correct and report to head lifeguard.
- Empty trash, inspect and clean pavilion
- Hose out pavilion after all parties and on Sunday and Mondays
- Replace pool deck trash can bags at end of "A" shift – place in pen receptacles
- Return deck chairs and umbrellas to lawn

DAILY CLOSING DUTIES:

- Stow "keep gate closed" sign.
- Stow lifesaving equipment and backboard.
- Put down **all** umbrellas
- Inspect and replenish first aid kit supplies.
- Clean restrooms (toilets, sinks, and floors) and replenish supplies. Refer to Manual
- Note any deviation and reason to the cleaning schedule in the daily log
- Arrange and count deck chairs and clean up deck area.
- Empty trashcans, replace trash bags. Stow trash in pen receptacles.
- Inspect pool and deck area. Remove any foreign debris.
- Check skimmers for water toys – remove and discard all toys.
- Move deck chairs and umbrellas to deck (Sunday Only)

OPERATING DUTIES:

- Perform All Life guarding Duties To Insure The Safety Of All Swimmers
- Enforce All Pool Rules
- Enforce Admittance Policy Regarding Toddler Swimmers And Diapers
- Exercise Any Disciplinary Action Necessary To Maintain Safety And Order.
- Test Pool Water Free and Residual Chlorine and pH @ 12:00 PM, 3:00 PM, and 6:00 PM.
 - If Pool is rented, test Pool Water at 9:00 PM
- Check And Empty Skimmers As Required
- Record any injuries or abnormalities, incidents, or irregularities in appropriate log. Report to head lifeguard and/or pool manager

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HEAD LIFE GUARD DUTY LIST
2019

GUARD SCHEDULES

- Generate monthly schedules – Schedules shall be posted at least 3 days prior to the upcoming month.
- Insure that all guard shifts are staffed
- Insure that substitute guards are scheduled and available when needed
- Track time to prepare and maintain schedules. Log time on time card, marked: SCH

GUARD TIME CARDS

- At the end of each week, Sunday evening and no later than end of day, Monday, review all cards, compare with schedule.
 - Advise the pool manager of any deviation to the normal work schedule (non-work do to weather, equipment problems, etc)
- NOTE: Pool manager will collect the cards and log time in the payroll service database.

DAILY OPENING DUTIES:

- Check the operation log. Advise pool manager of any abnormal conditions
- Check first aid kit supplies.
- Check restroom/cleaning supplies
- Inspect pavilion
- Check that trash cans on pool deck cans are emptied regularly
- Count deck chairs; check pool, pool deck, and trashcan cleanliness.
- Report any abnormal conditions to the pool manager

DAILY CLOSING DUTIES:

- Check first aid kit supplies.
- Check restroom/cleaning supplies
- Inspect pavilion
- Check that trash cans on pool deck cans are emptied regularly
- Count deck chairs; check pool, pool deck, and trashcan cleanliness.
- Report any abnormal conditions to the pool manager