

## **POOL MONITOR'S DUTIES**

**Job Description:** The monitor is just that, a monitor. The monitor is to ensure that only the appropriate people are using our pool. This is done by checking the pool passes of ALL persons entering the pool area and the name of the person in possession of the pass. Always do this in a polite manner. As the season progresses, it won't be necessary to see every pool pass, every time; you will get to know the regular users. Even when becoming familiar with the regular guests, they will still need to sign in when entering the pool area. The monitor must ensure that all persons shower before entering the water.

It is the monitor's job to keep order in the pool area, to be polite, firm and consistent. The monitor should use its best judgment and common sense, to enforce the pool rules to the best of your abilities. If someone complains or tries to cause a scene, the monitor must not argue; simply refer them to the Chairperson. Then write an account of the episode using the incident report in the monitor's book. The account should include names, addresses, lot numbers, time and nature of the incident and any pertinent facts that you can think of.

We want to maintain a clean, attractive pool and park. Monitors will help by performing the following duties:

### **MORNING SHIFT:**

1. Unlock the bathrooms; check to be sure that they are clean and that there are toilet paper and towels. Check the bathrooms at least once an hour throughout the day.
2. Pick up any and all trash in or around the pool area. This includes outside the fence if you see it. Remember to check the plants near the fence and areas outside the fenced pool area.
3. Hose down the pool area. Water the brick wall planters in the front.
4. Clean the bottom of the pool with the net (if applicable).
5. Mark your work time down on your timesheet.
6. Thursday is our regular trash day. The monitor working the shift after the trash is picked up must return the can to its location.

**EVENING SHIFT:**

1. Pick up trash from the pool area, hose it off and water the brick wall planter in the front.
2. Scrub down the pool tiles around both pools. Swipe the tables and chairs clean, close and tie-up the umbrellas.
3. Thoroughly clean bathrooms (sinks, toilets, urinals, floors and drains). Remove any trash from the bathrooms. Make certain that trash receptacles are emptied EVERY NIGHT. Replace the plastic bag with a new one. LOCK each bathroom.
4. Place the fan, hose, sign in sheet/notebook, table, chairs and any other equipment used during the day in the storage room.
5. Thursday is our regular trash day. The monitor working the night shift on Wednesday is responsible for taking the trash bins to the curb.

**POINTS TO BE AWARE OF:**

1. Monitors are paid every other week – you are responsible for submitting the timesheets in a timely manner. Failure will result in no pay.
2. If you can't be at the pool at the agreed upon time(s), please let the Team Leader or the Chairperson know and try to find a replacement for your shift(s).
3. Make sure that all folks with long hair (past shoulder-length) have hair tied back.
4. Please use the monitor book every shift you work. If there is an urgent issue, please call us right away.
5. Do not leave the monitor's book with the homeowner's information unattended. This is PRIVATE information and not for public consumption.
6. The telephone is not for public use. Do not give out the number.
7. **Do not loan out your pool keys to anyone for any reason. Loaning out your monitor keys or using the pool after hours is grounds for immediate termination by the Association.**