

Pool Managers Roles and Responsibilities

1. Check water levels – morning and evening. Top up with hose if necessary. **Record on test sheet.**
2. Check chlorine/chemical levels – **Record on test sheet.** Holidays/weekends – two tests need to be carried out (prior to opening and closing). Testing should be a combination of dip strip or chemical tablets alternately, to ensure accuracy.
3. If chemical testing not in ideal range, organise for a water sample to be tested. During School time – communicate with Bill. During holiday time – take sample to Coombes. (Bottle for sample is in Storage shed). **Record on test sheet.**
4. Super chlorinate if necessary. **Record on test sheet.** This needs to be done with the current system when the weather is very hot and a high bather load is expected. 5L Super chlorinate before numbers enter the pool. If water shows signs of going cloudy early in the day, super chlorinate. If cloudy by late evening, this will correct itself overnight, without super chlorinating.
5. Manually vacuum the pool thoroughly **at least once a week.** This is best done on the weekend before the pool opens at 10am. It takes between 3-4 hours. Most swimmers do not turn up until about lunch time at the weekend.
6. Empty and clean filter baskets (skimmers) around edge of pool. One rock/weight per basket.
7. Turn off both pumps in shed before cleaning pre-filter baskets on the pumps. When turning back on – stay and watch until pump reservoir completely fills with water.
8. Contact the Pool Supervisor on roster for your week to ensure they remember their duty.
9. Contact the coordinator if issues arise with the pool supervisor regularly forgetting to show up.
10. Complete the Pool Supervisors duties if they do not show. IE: Covers on; changing room floors & toilets washed; rubbish bin away; pool area locked up.
11. Keep the Pump and Storage sheds tidy at all times. It is necessary to tidy up the pool equipment that is often thrown in the door.
12. Communicate any problems to Bill. Find him at school the next day or utilise the white board in the Storage shed.
13. Communicate with Bill to ensure sufficient chlorine and other chemicals and test strips have been ordered.
14. Communicate with Bill to ensure sufficient cleaning products, toilet paper, hand soap is available. These usually need to be topped up at least once during the summer holidays. Keys to unlock the dispensers are hanging in the Storage shed.
15. Communicate anything out of the ordinary to the next Pool Manager on duty. IE: Pump #1 ran dry. Keep an eye on it.
16. Train the Pool Supervisors – run through the list of duties. Explain the importance of everyone pulling their weight; the importance of putting the covers on at night; how to prime a motor; who to contact if something doesn't look right.

During term time Bill will conduct all water testing. Between Dec 17 and Jan 14 this is your responsibility. Bill will resume testing again after this date.