

Pool Area Supervisors

Role & Responsibilities

The duty period is Monday to Sunday.

If for any unforeseen reason you cannot get to the pool to open or close during your duty period, it is **your responsibility to find another supervisor to carry out this task.**

Leaving the covers off overnight is very costly – the pool loses heat, and then the heat pumps have to work harder to increase the pool temperature.

For any issue considered as urgent please contact one of the Pool Managers. Text or phone. Use the whiteboard in the shed to note any non-urgent concerns, such as shortages of supplies or damage.

School Days Pool Open 9am – 8pm

School Property Manager (Bill) will open the pool, remove the covers (weather dependent) and carry out all of the necessary checks until 3.15pm. After this time the pool becomes the responsibility of the Pool Manager and Pool Supervisor on duty.

Pool Area Supervisor – by 8pm each night:

1. Check entire pool area for general cleanliness; pick up rubbish; place lost property in blue box; re-arrange tables and chairs; and put away the lifesaving devices.
2. Skim pool surface to remove leaves and bugs if necessary.
3. Replace covers on the pool. (Pulling rope is hung on a nail to left of shed door) Put tie downs in the shed overnight. (On nail inside the door to the left)
4. Complete a general tidy of the shed – noodles, kick boards & pool toys replaced in boxes/buckets.
5. Changing Rooms – pick up rubbish; empty blue waste paper bins into large wheelie bin; wash out blue bins (leave upside down to dry until end of cleaning); clean toilets and basins with cleaning chemical; check toilet rolls, hand towels and soap dispensers (replace when necessary); sweep out leaves; wash floors with mop, cold water and a small amount of floor cleaner (leave to dry over night). Hose out if necessary.
6. Lock Changing Rooms. (Lost property box and wheelie bin go in boys' changing room overnight)
7. Check high security light is off; sheds locked. (low security light on sensor)
8. Padlock the gate (top lock).
9. Text Manager by 9pm to advise the Pool is secure and all checks complete.

Weekend and Christmas Holidays

Pool Open 10am – 8pm

Pool Area Supervisor – by 10am each morning:

1. Unlock the top padlock on the gate. Relock to one link.
2. Unlock the changing rooms. Put lost property box and wheelie bin outside.
3. Weather dependent, remove pool covers. Secure each cover (blue side showing) with tie downs. If raining or cold and the likelihood of swimming is marginal, leave the covers on the pool and the tie downs for securing the covers hanging over the roller. The first swimmer will remove the covers.
4. Put out 3 x life belts.
5. Skim pool surface to remove leaves and bugs if necessary.
6. Pick up any rubbish around the pool side.

Pool Area Supervisor – by 8pm each night:

1. Check entire pool area for general cleanliness; pick up rubbish; place lost property in blue box; re-arrange tables and chairs; and put away the lifesaving devices.
2. Skim pool surface to remove leaves and bugs if necessary.
3. Replace covers on the pool. (Pulling rope is hung on a nail to left of shed door). Put tie downs in the shed overnight. (On nail inside the door to the left)
4. Complete a general tidy of the shed – noodles, kick boards & pool toys replaced in boxes/buckets.
5. Changing Rooms – pick up rubbish; empty blue waste paper bins into large wheelie bin; wash out blue bins (leave upside down to dry until end of cleaning); clean toilets and basins with cleaning chemical; check toilet rolls, hand towels and soap dispensers (replace when necessary); sweep out leaves; wash floors with mop, cold water and a small amount of floor cleaner (leave to dry over night). Hose out if necessary.
6. Lock Changing Rooms. (Lost property box and wheelie bin go in boys' changing room overnight)
7. Check high security light is off; sheds locked. (Low security light on sensor)
8. Padlock the gate (top lock).
9. Text Manager by 9pm to advise Pool is secure and all checks complete.