



Headguard

REPORTING SUPERVISOR - Manager

DUTIES AND RESPONSIBILITIES:

1. Always leads other staff by setting a good example!
2. Maintains constant surveillance from guard stands of patrons in the facility utilizing the 10/20 protection rule and the 5-minute rule; acts immediately and appropriately to secure safety of patrons in the event of emergency.
3. Provides emergency care and treatment as required until the arrival of emergency medical services.
4. Presents professional appearance and attitude at all times, and maintains a high standard of customer service.
5. Performs and ensures various upkeep duties are completed directed to maintain a clean and safe facility.
6. Performs miscellaneous job-related duties as assigned.
7. Maintains a high level of readiness and training by attending mandatory weekly in-service training.
8. Shows rescue ability by performing well in unannounced audits.
9. Insures pool chemistry levels are within range by testing, logging, and notifying Manager of levels. (pH and Free Cl₂)
10. Maintains a community environment by checking and enforcing membership admission requirements while not guarding in the stand.
11. Participate in and pass all mandatory VAT testing.
12. Ensure facility is open ON TIME daily.
13. Ensure staff arrives on time, and pool is adequately staffed daily.
14. Assume manager role in manager's absence.
15. Creates staff schedules bi-weekly and submits them in a timely manner to manager for approval.
16. Ensures all "to do" checklist are complete by on duty staff members throughout the shift.
17. Complete AM and PM Headguard checklist in a timely and neat manner.
18. Perform pump room inspections before opening and after closing.
19. Pump room inspections include, but not limited to:
 - When in the pump room, prop door open with orange safety cone.
 - Testing chemicals from CAT Controller.

- Recalibrate ORP/pH on CAT Controller, and record settings on pump room inspection list.
 - Record filter pressure readings and flow meter readings on the pump room inspection list.
 - Call manager ASAP if an alarm is sounding, and record on the pump room inspection list.
 - Ensure pump is running smoothly, and notify manager accordingly.
 - Ensure there are no visibly leaks from any pool or chemical plumbing.
 - Ensure pump room ventilation fan is properly operating.
 - Ensure pump room door is LOCKED at all times!
20. Check/time lifeguard 10/20 scans at least 3 times per shift, and record on 10/20 form. Advise staff as necessary to remedy an inadequate scan. Retest same lifeguard that same shift. If lifeguard continues to not meet scanning criteria then notify manager.

JOB REQUIREMENTS:

1. All employee candidates are **REQUIRED** to attend and pass H&L Pool's Ellis lifeguard training programming with a 90% or better annually.
2. Upon successful completion of the Ellis course, participants will receive a **1 year** certification in:
 - a. Ellis Lifeguard
 - b. CPR Pro for the Professional Rescuer
 - c. AED
 - d. Basic First Aid
 - e. Emergency Oxygen
 - f. Bloodborne pathogens
3. Be at least 17 years of age or older.
4. Pass pre-employment drug screening, and random drug and alcohol testing throughout employment.
5. Be able to swim 200 yards freestyle without rescue tube and 50 yards with rescue tube.
6. Be available 35-40+ hours per week.
7. Be available on weekends, and holidays.
8. Show proficiency in lifeguard training skills.
9. Attend and pass Basic Leadership Training (BLT) with a 90% or better.
10. Be an employee in good standing with H&L Pools.