



Cromwell Hills Condominium Association (#1) Inc.
9 Birch Court Cromwell, Ct 06416
Phone (860) 635-7070 Fax (860) 635-7073

Pool Attendant – Job Description
ALL
Direct supervisor – Property Manager

It is imperative that each of you understand the job description, job expectations and requirements. Please read the attached description of duties to be certain you understand them. Rule and Regulations are developed for everyone's safety and enjoyment of the pool area. Rules must be enforced evenly and consistently.

DUTIES:

1. Conduct:

- a. Attendants are not to use the telephone for personal calls.
- b. Appropriate attire is to be worn at all times.
- c. Lounge chairs are not to be used.
- d. Attendants are not to "visit" with friends during working hours.
- e. Always keep eyes on the swimmers in the pool and the pool area.
- f. Try to discourage lengthy "chit chat" with unit owners, it can be distracting.

2. Opening Duties – Daily:

- a. Vacuum and skim the pool
- b. Clean out pool skimmers.
- c. Check the pool chemicals and adjust if necessary.
- d. Add water if necessary.
- e. Set up/straighten chairs.
- f. Set up sign-in area.
- g. Sweep entire pool area & pick up any trash. This includes the fence area inside and out.

3. Closing Duties:

- a. Clean up pool area.
- b. Empty trash cans and bring bags to the dumpster.
- c. Clean bathrooms, spray the floors and hose down.
- d. Lock bathrooms.
- e. Lock gates.

4. Emergency Procedures:

- a. Major injuries: **Call 911 immediately.** Fill out accident report.
- b. Minor injuries: Offer bandages **only.** Send home or to parent. Fill out report.
- c. If someone vomits, defecates or breaks glass in the pool: Clear the pool of all swimmers. Use skimmer to remove as much of the waste/glass as possible.
- d. Close the pool in the event of rain/thunder storms.
- e. In the event of problems:
 - i. Come to the office, if open, for help.