



Summit Department of Community Programs  
100 Morris Avenue, Summit, NJ 07901

Summit Family Aquatic Center  
100 Ashwood Avenue, Summit, NJ 07901

**Title:** Slide Attendant

Slide attendants shall rotate between guarding the top of the slides, enforcing social distancing on the slides and disinfection of all handrails on the slide. Additionally, slide attendants will monitor the exit gate of the Summit Family Aquatic Center.

**Responsibilities:**

- Monitor the top of the drop slide to ensure only one person is using the slide at a time.
- Monitor the top of the drop slide to ensure that the next individual does not use the slide until the preceding individual is a safe distance away from the slide exit.
- Monitor the top of the serpentine slide to ensure only one person is using the slide at a time.
- Monitor the top of the serpentine slide to ensure that the next individual does not use the slide until the preceding individual is a safe distance away from the slide exit.
- When finishing a rotation at either the drop slide or the serpentine slide, disinfect the slide bar as well as all railings.
- Ensure that social distancing markings on the slide waiting line are being adhered to.
- Monitor the exit gate of the main facility to ensure no patrons gain access through this exit.
- Count the number of individuals leaving the facility.
- Communicate the number of members leaving the facility to the Gate Attendant on a regular basis.
- Assist patrons with needs and concerns on the slides and at the exit gate to the facility.
- Ensure all slide rules are followed on both the drop and serpentine slide.
  - Head first sliding must not be allowed! Head first sliding can lead to contact with the pool bottom which can cause spinal injuries, paralysis or death!
  - Never allow users to come down steps, except in emergencies. (We have found that to shut down for breaks, it works well to stop users at the bottom of the tower a few minutes before break and then to allow those on the tower to proceed down the slide, effectively emptying the slide by the break time).
  - No one should be allowed to use the water slide with metal parts such as buckles, buttons, locker pins, safety pins, or tags attached to their bathing suits, shirts, or other wearing apparel. Should any metal parts not be removable or should the person refuse to remove those parts, graciously refer them to the Manager.
  - Riders must wait for the Lifeguard/attendant start signal before starting the ride.
  - Riders are not permitted to run, dive, stand, kneel, rotate or stop in the slide.
  - Riders must ride the slide feet first. Riders must exit the slide area quickly.
  - Eyeglasses must be securely affixed to riders with head straps.
  - *Pregnant women and persons with heart conditions and/or back trouble should not ride the slides.*
  - The depth of the Main Pool is 42”.
  - You must be 4 ft. or pass a swim test to ride the Serpentine Slide. A swim test will be administered by a Lifeguard. A wrist band will be issued for ride use. The members card will be marked with a dot to indicate the slides they can ride.
  - The depth of the Diving Tank is 13’.
  - Children must pass a swim test to ride the Drop Slide. A swim test will be administered by a Lifeguard. A wrist band will be issued for ride use. The members card will be marked with a dot to indicate the slides they can ride.
  - Arms and hands must be kept inside the flume at all times. Only one person at a time. Swim to the ladder and exit immediately.
  - The slide must be ridden in a seated position or lying on the back.

**Typical Rotation:**

- 20 mins drop slide
- 20 mins serpentine slide
- 20 minutes gate exit
- Off for 20 minutes

## **Policies and Procedures:**

The Manager will be in charge at all times, under the direction of the Director of the Department of Community Programs. Each employee is under the Manager's jurisdiction. The Manager has complete authority to recommend termination for employees who perform unsatisfactorily. All problems and questions relating to the job and the Family Aquatic Center operation must be directed to the Manager on Duty.

- 1) The main responsibility of each employee is to see that the Members and Guests have a safe and enjoyable experience.
- 2) Must possess, and continue to cultivate, the traits of tact, courtesy, pleasant attitude, willing service, and be alert to his/her duties
- 3) Expected to arrive promptly 15 minutes before your shift
- 4) Be prepared to respond appropriately in any situation.
- 5) Uniform must be worn at the facility. It should not be worn when off Duty. We expect you to be groomed. You must wear a hat or visor while on the stand
- 6) Eat only when on break. Only water is allowed on the stand.
- 7) Observe all facility rules, regulations and policies.
- 8) Work schedules will be made by the Manager. If you cannot work when scheduled, it is your responsibility to **find coverage for your shift**, or you will have to work. You must notify the Manager of the schedule change.
- 9) Unauthorized tardiness or absence will result in disciplinary action or dismissal. Requests for time off must be arranged in advance with the Manager.
- 10) Report to work regardless of weather conditions. You will be contacted if you are not required to work.
- 11) On slow days more extensive maintenance and cleaning of the facility will be done.
- 12) Must be aware of and able to assist in implementing the emergency action plan.
- 13) Evaluations will be completed twice a season by the Manager. Provisional Lifeguards will be evaluated by August 1. Those receiving good reports will be elevated to full Lifeguard status and receive the full first year rate.
- 14) Notify the Manager of anything or anyone on the premises that appears suspicious.
- 15) Possession of any of any drugs, stolen goods, alcohol, or other inappropriate items, etc. will result in dismissal.
- 16) You must take a lunch or dinner break if you have worked for 5 hours. You are not paid for your dinner break.
- 17) DO NOT bring valuables to work. Store your gear in assigned areas.
- 18) Anyone found reading, or using an electronic device, such as a cell phone, while on top of the slide or on a Lifeguard stand will be immediately sent home and disciplinary action will follow.
- 19) No Lifeguards are permitted to leave the facility during work hours. No breaks may be taken outside of the facility or at home or in your cars. If you need to leave the facility for any reason, this must be reported to the Manager and will be logged. Failure to do so will result in disciplinary action.

Any employee found in breach of staff policies and/or any of the following will be brought up on disciplinary charges. Failure to meet the Expectations Contract may also result in disciplinary action.

Charges which can result in termination will be determined in the following manner:

An employee's first two offenses will result in verbal warnings. These warnings will be documented on the Staff discipline Form and placed in the employee's personnel file.

A third offense will result in a written reprimand which will be signed by the employee, his/her supervisor and will result in a suspension of at least one day and up to three days, depending on the severity of the act.

Any offense following a suspension can result in termination.

### **Verbal Warnings**

- Tardiness
- Dress Code infractions
- Exhibiting anything but pleasant, courteous and friendly attitude
- Conduct not befitting one's position
- Refusal to carry out assignment

### **Suspension**

- Absenteeism
- Report unable to perform
- Not securing a substitute
- Improper use of time sheets
- Substandard work
- Equipment damage

### **Automatic Suspension**

- Insubordination
- Falsification of records/time sheets
- Under the influence of alcohol/drugs
- Possession of alcohol/drugs
- Theft of property/cash