



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

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

**Title:** Social Distancing Ambassador (Pool House)

**Custodian:** This individual will be responsible for the constant disinfection of the pool house, including restrooms, main entrance, and snack bar area. This person shall also be responsible for garbage disposal and picking up garbage around the entire facility.

**Responsibilities:**

- Sweep out both locker rooms/floors/bathrooms/shower stalls and changing stalls.
- Regularly disinfect and clean all toilets, sinks and shower areas.
- Regularly disinfect and hose down entire floor area.
- Replace toilet paper as needed.
- Empty all garbage cans in bathrooms.
- Put all cleaning materials away when done.
- Sweep "Lobby" area in the pool house.
- Sweep concession area and hose down every day to prevent rodents and bee visitation.
- Sweep under picnic tables.
- Pick up garbage right/left side and hill.
- Clean up the volleyball court as needed.
- Garbage cans: empty all cans on the pool deck, lobby, front desk area, restrooms and offices. Replace with new bags and put trash in dumpster.
- During Adult Swims, ensure that social distancing guidelines are being followed on the line of the snack stand as needed.
- Disinfect lifejackets on an ongoing basis as they are returned after use.
- Disinfect the first aid room after each use.
- Constantly disinfect all door handles and the front desk area.
- Assist in ensuring social distancing on the line of entry into the facility.
- Clean the refrigerator as needed
- Assist in vacuuming in the pool and completing pool work as needed.
- Ensure sanitizer stations are provided throughout the pool facility.
- Ensure a sufficient quantity of cleaning supplies are available throughout the facility.
- Ensure the frequent sanitization of any areas opened to the public.
- Disinfect all backboards after use
- Ensure routine cleaning and disinfecting of frequently touched surfaces several times daily and shared objects after each use, including but not limited to, staff ticket or sales booths, life jackets, lifesaving equipment, railings, towel decks, medical area supplies and equipment, particularly in spaces that are accessible to staff, the public, or other individuals in accordance with CDC guidance.
- Monitor the entrance of the restrooms for capacity restrictions.

## **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