

LIFE GUARD DUTIES & INSTRUCTIONS

Shifts: Monday through Friday's 11AM-5PM and Saturday & Sunday's, 11AM to 5PM
MUST be certified by the **RED CROSS** in Life Saving, First Aid, CPR & Defibrillator

Opening clubhouse:

- Enter through pedestrian gate, leave gate unlocked.
- Enter clubhouse through rear door. Open garage doors, front door & windows.
- Sign in, log is in the kitchen area.
- Unlock shed, remove your gear and put down at the stand. Hang the "on duty" sign.

Clean up:

- Get wheelbarrow from shed, rake & shovel and clean all debris at the waterline.
- Dump beach debris in designated area.
- Clean tools and store back in shed.
- Lock shed, always leave locked when you are not using.
- As members request boards, paddles, games, balls, etc. you can get them out for them.

During your shift: **EMERGENCY NOTIFICATIONS** are posted in clubhouse.

- While members are in the water you **MUST** be on the stand or at the waterline. Cell phones are permitted on the stand for emergency situations **ONLY**.
- Breaks or lunch should be taken when no one is in the water. **IF** you must leave the beach for any reason all individuals **MUST** be notified and leave the water.
- Clean up in the clubhouse and bathrooms. Sweep out sand often.
- Keep patio area clean and sweep sand off.
- Keep beach area as clean as possible especially the playground area.
- Assist members with any problems, questions or first aid.
- Notification by the Director in charge to end a shift and secure the clubhouse in bad weather will be by text or phone call. Notification of any canceled work day will be made by 10:00AM on the day in question.

Ending your shift: Start around 4:30PM

- Put all your gear back in the shed. **CLEAN** off and put all boards and paddles used by the members back in the shed along with any games or balls. Nothing is to remain out on the beach area except the white board and small plastic toys on the playground.
- Empty all garbage containers. Put debris in the dumpster, recycling in blue robo cans.
- Before leaving make sure all windows, doors, shed & gates are locked and all lights & radio is turned off.
- If there are members still on the beach, you can leave the pedestrian gate unlocked. **IF** there is a rental/private party scheduled that day the doors can be left open if the members are present for their party. All parties start at 5PM.
- Sign out in the log.