

## **Surprise Valley Pool Monitor Job Duties 2022**

- Shifts are: 9am and 4pm daily.
  - Know and enforce pool rules. Remember no dogs or smoking.
  - Be friendly and introduce yourself to homeowners. If they have questions, you don't know the answer to have them call or text the office at 208-368-0058.
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- (9am shift) Use blower to blow off any debris around the Farmhouse porch, both pool decks, and tennis courts. Use a fresh battery and be sure to plug batteries in to charge when finished.
  - Arrange pool furniture. Wipe down tables, chairs and loungers.
  - Sweep steps around the Farmhouse pool and lower area in front of the gym.
  - Dust off cobwebs around the Farmhouse using green round brush.
  - Pick up any leftover trash or sticks around the pool decks and tennis courts. Walk the perimeter of the pools as well as the Farmhouse and pick up any trash.
  - (4pm shift) Empty trashcans on the pool decks and at the tennis courts and replace with black garbage bags daily. Trash bags are located in the pool equipment room.
  - Use pool net to clear out any floating debris in the pools.
  - Check bathrooms for cleanliness. Cleaning services will clean bathrooms and gym 4 days a week in the morning. Report any damage.
  - Check first aid kits and alert manager if supplies are needed.
  - Only use SVHOA cleaning supplies designated for pool. We are asked not to use our cleaning service's supplies.
  - Spot clean windows around the Farmhouse where there might be smears or bird waste.
  - Clean high traffic touch areas such as tops of gates and door handles, etc.
  - (4pm Thursday shift) Take trash and recycling bins to street for collection. Trash collection is every Friday except Memorial Day and Fourth of July where it will be on Saturday. Recycling collection is every other week.
  - (4pm Friday shift) Trash and recycling bins should be brought in.

If there is fecal contamination or broken glass in either pool, CLOSE POOL IMMEDIATELY! Put out signs and call/text the manager at 208-368-0058. Signs are located in the pool equipment room and should be placed at both pool gates and prominently in front of pool.

### **Pool Monitors**

**Elizabeth Thompson: 208-781-1837**

Office: 208-724-9548