

# Wildwood Springs Pool Manager, Roles and Responsibilities for 16 weeks

## Pre-Season Activity

- Arrange and manage the turning on of water for the Outdoor Shower, Drinking Fountain and Water Hose Bibs. (Phone call to Marc Morin)
- Arrange and Manage the Power washing of the Pool area. (We have list of vendors)
- Arrange and Manage the Opening and Cleaning of our Pool with our vendor (Zant Pool)
- Place Pool Signage, and Emergency Pool Items out.
- Arrange and manage the proper inspection and licensing of our pool with the State of Michigan. (Email and Contact information is provided)
- Place Tables, Chairs and Umbrellas out.
- Plant the pots with flowers by the pool.

## Daily Activities

- Check for any items around pool and place them in the lost and found.
- Use the leaf blower to clean area around pool to include the drying of chairs and tables.
- Test the water twice per day in the Pool and Spa, adjust as necessary.
- Check the Salt Water Monitor for the correct salt levels.
- Complete the daily spreadsheet with readings and observations.
- Check the Skimmer Baskets and clean as necessary.
- Clean the Pool and Spa using the vacuum.
- Skim the surface of pool as necessary.
- Check to see if the 3 large pots need watering.
- Make the Board aware of any issues regarding the pool.

## Monthly Activities

- Take a sample of water to Muskegon for testing.

## Emergency Activities

- Manage emergency events by contacting Zant Pool for immediate attention.
- Close the pool if the need arises. Communicate with signage at the gate and Facebook Page (via Marc)
- Communicate with the Board the issue and the corrective measures.

## Post-Season Activity

- Arrange and manage the turning off of water for the outdoor Shower, Drinking Fountain and Water Hose Bibs. (Phone call to Marc Morin)
- Arrange and Manage the Closing of our Pool with our vendor (Zant Pool)
- Store in the Mechanical Room the Pool Signage, and Emergency Pool Items.
- Clean the Tables, Chairs and Umbrellas and place in the Mechanical Room for winter storage.

**NOTE: There are names of backup residents in the event you wanted to take some vacation time off.**