

## GATEKEEPERS GUIDE

While on duty, you are responsible for several important functions:

1. Sign in on the Gatekeeper Sign-In Register under your starting time. PLEASE NOTE! if you haven't signed in we have no record of you doing your gatekeeping.
2. Together with the departing gatekeeper:
  - a. Verify the cash (Bills Only) in the refrigerator and record the amount in the Cash Count Field on the Gatekeeper Sign-In Register.
  - b. Initial in the Cash Amount field on the Gatekeeper Sign-In Register with the departing gatekeeper, your initials indicate that you have verified the cash with the departing gatekeeper.

**NOTE:** For those OPENING, 1) verify cash from previous day, 2) place initials in the previous day's "initials" field on the Sign-In Register (next to the initials of the previous day's closing gatekeeper), and 3) note any discrepancies you may encounter from previous day's cash count.
3. Greet members when they enter the club and make sure they sign-in in the membership binder, along with any guests. **NOTE:** Guests are allowed with a guest pass, punch card or \$2.00 per person. Please keep all guest money in a separate envelope provided for guest fees.
4. Answer phone with "Larkey Private Swim Club".
5. Sell snacks using punch cards or cash (place cash in the refrigerator). **NOTE:** To sell punch card or guest card, please read the instructions in the zipper envelopes provided in the front of this binder. Refill refrigerator if necessary, supplies are in the cabinet next to refrigerator.
6. Ensure kids in baby pool are under 6-years-old AND accompanied by an adult.
7. Supervise distribution of any first aid supplies, located in a box on the wall to the left of the door to the baby pool.
8. Assist lifeguard in any emergency that might arise.
9. Keep clubhouse neat – as needed, clean the microwave oven, clean the windows (inside and out), fold and stack lost and found items, vacuum, clean the desk area.
10. Closing gatekeeper duties:
  - a. Vacuum, vacuum & vacuum.
  - b. Make sure gates and doors are locked, ask guard to lock the backgate during daylight.
  - c. Call gatekeepers for the next day to remind them of their gatekeeping duty.
  - d. Count and record cash amount and make sure to initial the Sign-In Register.
  - e. Leave together with the lifeguard, ensuring safe exit from club.

Thank you for doing your part in helping to run our pool smoothly, efficiently and in a friendly manner. We appreciate your efforts.

**Any questions, please call Bobbie Seidemann at 639-8770.**