

# Cypress Trace

201 N Big Cypress Dr  
St Johns, FL 32259

- 1) Arrive on site and pull up to entry gate
- 2) Use the code #2060 to enter main gate
- 3) Black Lockbox is located on the right side of the gate; code is 3068
- 4) Get the binder / sign in clipboard out of the storage closet located to the left inside the pool (supply closet code is 5243)
- 5) Storage closet by the pool gate code is 1325
- 6) Read through binder and make sure you are familiar with all policies and procedures of that pool
- 7) Specifically look out for children under the age of 16 without a parent; if a parent is not present, they must be asked to leave
- 8) No bikes or scooters on site
- 9) Check the bathrooms and make sure they are stocked with soap, paper towels, and toilet paper. Check them every hour throughout the shift
  - a) Bathroom code if they are closed is: press digits 2 & 4 at the same time and then 3
- 10) Greet people as they come in and ask politely for them to sign in.
- 11) Make sure that they live in the community (Patrons must be on the list in order for entry; if they do not have a key card or the key card is not working, check to make sure their name is on the residents list and is not marked in red as delinquent)
- 12) Walk the pool every hour to check for any trash on the floors and straighten up chairs if needed
- 13) Take trash out of cans and place in front of sink area if full
- 14) Wipe down tables using clorox wipes located in custodial closet
- 15) Do one more check on the bathroom and make sure they are straightened up
- 16) Place binder back in storage closet and make sure it is locked when closing