

OAK HILLS HOMEOWNERS ASSOCIATION

WEEKEND POOL/HOT TUB/JANITORIAL JOB DESCRIPTION

POOL AND HOT TUB MAINTENANCE:

1. The weekend employee shall be responsible for cleaning the OHHA swimming pool and hot tub and maintaining the correct temperature and chemical levels of each on weekends and when substituting for the maintenance person. Job to include:
 - Testing pool and hot tub water for chemical levels adjusting when necessary following county requirements
 - Maintaining a daily record of pool chemicals per county requirements
 - Temperature of spa water to be monitored and maintained between 101-102 degrees F
 - During the pool season the pool temperature should be checked daily and kept between 78-82 degrees F
2. During the pool season the weekend employee shall vacuum the pool and skim the water surface to remove foreign debris and also perform any other maintenance to keep the pool looking clean and free of algae, as needed
3. The weekend employee shall:
 - Keep records for maintenance of pool and hot tub equipment
 - Fill out a time sheet and pool/hot tub checklist daily and submit this to the OHHA Board via the Board Administrative Assistant
 - Document any additional hours beyond scheduled hours (Such as: "Drained hot tub...")
4. Perform specific cleaning tasks daily to keep the pool and hot tub area in a safe and sanitary condition for use of OHHA residents including:
 - Sanitize and mop the restroom/hot tub floors
 - Clean toilets, sinks and showers
 - Wipe down mirrors, glass and tile
 - Replace toilet paper in restrooms
 - Wipe down benches in restrooms and hot tub
 - Empty trash cans in restrooms, pool and hot tub area
 - Wipe down safety rails, chairs, lounges and tables in pool area
 - Clean debris on pool deck and in grass area

Any other duties assigned by the OHHA Board appropriate for the position relating to the maintenance of OHHA.

SUBSTITUTE MAINTENANCE DUTIES

1. If substituting during the week for maintenance person other janitorial duties to include:
 - Collect all trash, including trash from dog refuse collection bins, and place in proper receptacles at curb prior to collection day (currently Thursdays)
 - Restock cleanup bags in dog refuse collection bins and clean outside of bins