



Volunteer Job Description

Sunday Break Down

- Breakdown team area
 - Canopies- to orange shed
 - Buckets- Please don't stack buckets!!
 - Put all buckets in the staging area off the basketball courts and turn them upside down to dry. We will leave them there to dry and put them in storage on Monday. Buckets will get stuck together if you stack them wet.
- All **canopies, tables, and chairs** go to the outer storage area.
(Note: all non-AAA-marked chairs & tables are **rentals** and will be loaded and returned on Sunday - keep these outside of the orange shed for pick up.)
- Help **Hospitality & Snack Bar** clean up the area and return all unused drinks and supplies to the outer storage area.
 - Be sure all electrical cords are taken out of the classroom
 - Make sure all supplies are taken out of the lifeguard room
 - Leave lifeguard room clean
- Help put away all storage supplies from the computer room/ classroom
- Breakdown timing system
 - All timing system equipment must be rinsed off before storing.
 - Push buttons
 - After rinsing, find the labeled box for storage..
 - Collect Watches & clipboards
 - Put away All equipment in Colorado staging area
- Break down PA system speakers
- Break down the canopy behind the blocks. This job will require many hands at least 4 people
- **Grey benches** from behind the blocks return to their locations around the pool: 6 Indoor pool/ 1 Women's locker room/ 1 Family Bathroom
- **Large black table** goes back to the South side of the pool.
 - table next to the team storage area
- Remove the extra **lane line** from lane 8.
 - Lane line reel is on the pool deck storage area
- Take any **lost items** to the lost and found at the front of the pool. Check outdoor pool, indoor pool, locker rooms, and outdoor areas.
- Clean up any **trash** around the pool and outer areas.
- Put perishables in coolers.

- Clean out all coffee makers & beverage containers. You can use the sink in the guardroom for this.
- Collect **yellow trash cans** from the outdoor pool and basketball area. Remove trash bags, rinse bins at the janitor's closet, then stack & return to the outside storage area.
- Take down all **postings** around the pool and basketball court areas. Check all fences, gates, and building walls.
- Save all laminated signs and return to storage. Box is labeled "Postings".
- Recycle the posted results & heat and lane assignments. White dumpster is for paper products.
- Remove **blue signs** used for heat and lane posting on the east fence, you will need scissors for this, since they are attached using zip-ties.
- Bleachers-Remove all caution tape and lower bleachers

THANK YOU!!