



Standard Procedures Manual ©

POOL BOY

POSITION DESCRIPTION

51413

Prepared by	Approved by	Authorized by	For use on	Original File	Last Revision	Revision No	Page
Tim Skinner	Emilio La Scala	Marco Maresca	Cruise Fleet	Jun 09 2010	November 27 2018	2	1 of 3
POSITION NO.	51413						
<i>Title</i>	POOL BOY						
<i>Rank</i>	Crew						
<i>Department</i>	Housekeeping						
<i>Main Function</i>	<p><u>Pool Boys with the Pool Safety Certificate</u> The main Function of the Pool Boy Safety Guard is</p> <ul style="list-style-type: none"> To provide a Safety Surveillance to the Pool assigned - No other duties(cleaning, pool set up... are to be done during the pool surveillance <p>When the Pool Surveillance is not required the Safety Pool Boy may be assigned to participate to any other Housekeeping duties(cleaning, luggage handling, sanitation, pool set up...)</p> <p><u>Pool Boys with No Safety Certificate</u> The main function of the Pool Boy without Safety certificate is to</p> <ul style="list-style-type: none"> Set up the Sun Chairs to the pool areas Remove the Sun Chairs set up (when requested) Clean the pool areas and Public toilets(when requested) Assist the Guests Reposition the sun chairs during the day Deep clean the sun chairs Clean the lockers, stores Apply sanitation Clean the plants <p>Other duties may be requested(Luggage handling, special cleaning duties, Assist in other sections of the Housekeeping Department) Pool Boys without any Safety Surveillance are never providing any Surveillance to the pool areas</p>						
<i>Reports to</i>	Housekeeping Manager						
<i>Uniform</i>	As per SP Manual (Chapter Uniform)						
<i>Operational bibliography</i>	VSP Manual, Shipsan Manual, Anvisa Regulations (South American program), MSC Sanitation Manual, Safety Handbook, MSC Employee Handbook, MSC Housekeeping Manual. These manuals are available for your reference in the Crew Library.						
POSITION BASICS	<ul style="list-style-type: none"> To position, clean and re-store deck chairs and sun beds, maintain continuous service surveillance(Pool Boy with Certificate only to be by the pool areas), and cleanliness to all loose furniture and fittings (deck chairs, tables, etc) to swimming pool, (indoor and outdoor) sun and sports areas. To offer and provide service, assistance or information to guests on deck. Public Relations is an essential requirement for this position. To clean deck ashtrays, keep the decks clean throughout the day, return lost property to the PO To assist where necessary with the collection of glasses and plates To assist wherever necessary access to open deck areas for guests with disabilities (wheelchairs etc), to deliver buffet food for disabled passengers to their deck chairs. 						
PHYSICAL REQUIREMENTS	<i>The following physical requirements apply to this position</i>						

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<p>POSITION REQUIREMENTS</p> <p><i>Minimum education</i></p> <p><i>BST and certificates</i></p> <p><i>Fecal accident response</i></p> <p><i>Sanitation</i></p> <p><i>Fitness level</i></p> <p><i>Language skills</i></p> <p><i>Preferred candidate</i></p> <p><i>Experience</i></p>		<ul style="list-style-type: none"> • While performing the duties of this job, the shipboard employee is regularly required to stand; walk; use hands to touch, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. • The employee must occasionally and/or move up to 25 Kg. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. • All shipboard employees must be physically able to participate in emergency life saving procedures and drills. • Full use and range of arms and legs as well as full visual, verbal and hearing abilities are required to receive and give instructions in the event of an emergency including the lowering of lifeboats. • No tattoos on any exposed part of body when wearing uniform • High school graduate • Basic Safety Training and all other certification and documentation in force at the time of engagement compliant with the flag state requirements of the vessel to which the incumbent is assigned. • Certificate of lifesaving, diving, swimming, CPR and lifesaving first aid. • Basic understanding of duties in case of a Fecal accident in any swimming pool or Jacuzzi as specified in MSC Standard Procedures) • Proven understanding of Company sanitation procedures. • A higher than average fitness level. (specify) • Specific ability to swim and dive (underwater swimming is a pre-requisite). • Essential language and level – Italian and English, • German, French and any language may be required depending on itinerary of the Ship <p>Non Smoker</p> <p>Documented experience in a similar position on board a Cruise vessel or in a similar resort or hotel.</p> <p>You are required to</p> <ol style="list-style-type: none"> 1. Know, understand, and implement the Company. Values 2. Read, understand and comply with the Crew Regulations. Wear the prescribed uniform, identification badges. 3. Attend and participate as required in all emergency drills and understand-emergency duties. <p>You are responsible for the following duties.</p>					
<p>SAFETY & DISCIPLINE</p>							
<p>RESPONSIBILITIES</p> <p><i>Company Sanitation Standard</i></p> <p><i>Fecal Response Group</i></p> <p><i>Patrol pool areas</i></p>		<ol style="list-style-type: none"> 1. Apply all Company Sanitation Standards requirements and protocols. 2. Understand and comply with procedures relating to the vessel's Fecal Accident Response Plan 3. Constantly patrol all outside Guests areas used for relaxation, leisure and sport, to ensure the area is always clean and in good order. This requirement includes the following: 					

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<i>Deck Chairs</i>	4.	Position deck chairs correctly each morning according to the plan established by the Housekeeping Manager and stow and secure all deck chairs and loose furniture in areas specified by the Housekeeping Manager
<i>Cleaning furniture</i>	5.	Maintain the chairs in clean condition, reporting any damage to chairs to the Housekeeper. This will require cleaning and disinfecting the chairs regularly
<i>Stow Deck chairs</i>	6.	Maintain all deck chair cushions (where provided) in clean condition using procedures provided by the Housekeeping Manager
	7.	Continually clean all loose deck furniture with chemicals authorized by the housekeeper
	8.	Maintain deck chairs in the correct neat formation as set up each day at sea and in port. (NOTE: These chairs must not be moved back to their original position while they are being used by Passengers.)
<i>Move chairs</i>	9.	Move deck chairs to new positions if requested by Guests
	10.	Remove any damaged deck chairs away from Guests areas, replacing them with undamaged chairs, reporting any damage to supervisor. (This information is to be given to the Housekeeper to arrange repair or replacement)
<i>Remove rubbish</i>		
<i>Used plates, cups etc</i>	11.	Maintain all open deck areas free of rubbish using equipment provided by the Housekeeping Management.
	12.	Assist where necessary the removal to sculleries any used eating or drinking utensils (cups, glasses, plates etc) to the appropriate place, (In the event that these items have been overlooked by Bar or Buffet personnel
<i>Ashtrays</i>	13.	Ashtrays are to be emptied before they exceed 10 cigarettes. Be sure that no tobacco is still burning
<i>Waste</i>	14.	Garbage bins in Pool area are to be kept clean and refilled with new bags when necessary
	15.	Available if necessary for other housekeeping duties if required by Housekeeping Management Team
<i>Training</i>	16.	Attend regular training sessions
<i>Messy situations</i>	17.	Remove any mess created by Guests (this may include broken glasses, etc).
<i>Pool Accidents</i>	18.	Take appropriate and immediate action if any person suffers an accident or has any trouble on deck. In case of accident or medical emergency, contact the Bridge, the Information desk or the Hospital stating clearly and exactly the problem and the exact position of the guest. If any person is in trouble in the Pool, the Pool Boy is to take all possible steps to provide emergency assistance, and to advise the Bridge, the Information desk or the Hospital urgently.

<i>Status</i>	Crew
<i>Accommodation</i>	Crew Cabin – Shared
<i>Assigned Mess</i>	Crew Mess

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