

**New Hire Check List Recreation Division  
Full and Part Time Staff**

Required if Driving a City Vehicle

- Vehicle Safety
- Driving 12 Passenger Van
- Fuel System
- Trailer Safety

Required if working in the Aquatics Program

Aquatic Supplemental Training Manual

Required if working in the Day Camp Program

Day Camp Supplemental Training Manual

Required if working Front Counter at the Santo Community Center

Front Counter Handbook

Required if taking customer credit card payments

PCIDSS Compliance and Credit Card Information Security Policy

Required for Fulltime Staff

- NIMS
- Ladder Safety

Required for all Employees

- CAPRA
- Loss Prevention Plan
- Equipment Supply Reorder
- Safety Committee
- Injury Reporting
- AED Hands on Review
- Bloodborne Pathogens
- Emergency Action Plan and Security
- First Aid Supplies
- Fire Extinguisher
- Illness and Injury Prevention Plan
- Division Employee Training Manual
- Lock Out Tag Out
- Hazard Communication
- Sexual Harassment
- Permission Card

Employee Name: CHUCK HANSON *Chuck Hanson* Date of Review: 1-4-16

Position Title: REC. COORD.

Reviewing Supervisor: ROSENTHAL

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Employee Name: CARLY DAVY  Date of Review: 4-4-16  
Position Title: PRESCHOOL INST.   
Reviewing Supervisor: ROSENTHAL