



EMPLOYMENT OPPORTUNITIES

Human Resources Division
1415 Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540
www.cityofsouthelmonte.org
EQUAL OPPORTUNITY EMPLOYER



PART-TIME/AT-WILL POSITION
AQUATICS CASHIER / LOCKER ATTENDANT
Salary: \$15.50 - \$18.84
APPLY IMMEDIATELY. OPEN UNTIL FILLED
FIRST INTERVIEWS WILL START FEBRUARY 21, 2023

DEFINITION

Under direction from the Recreation Supervisor, collects and receives pool use fees and manages cash register; maintains and monitors City's aquatic facility, scheduled classes, and pool activities; inspects, cleans and organizes pool facility locker rooms; prepares facilities for special events; performs related work as required.

ESSENTIAL DUTIES:

Essential functions include, but are not limited to, the following:

- Receives and records fees collected for facility use; utilizes cash register to make change and handle transactions.
- Assists pool and aquatic facility staff, including Pool Managers, Water Safety Instructors (WSI), and Lifeguards in the maintenance of the aquatic facility.
- Monitors and oversees swim class instruction, planned events and scheduled activities.
- Checks and inspects pool facility locker rooms for trash, debris and discarded personal belongings; utilizes cleaning and disinfecting procedures and protocols to ensure safe use of locker room and areas.
- Prepares facilities for special events; sets-up, tears down and maintains cleanliness of instructional rooms, public-use facility areas and swimming pool.
- Promotes and maintains discipline; instructs and guides pool and facility users on proper use, cleanliness, and in maintaining a safe environment.
- Administers standard first aid and performs CPR as needed.
- Performs related duties as assigned.

JOB REQUIREMENTS

Knowledge:

- Cashiering procedures.
- Pool safety methods and the application of first aid.
- Policies, rules and regulations governing the conduct and safety of persons using the pool.
- Methods and practices of locker room cleanliness, organization, as well as pool and facility maintenance.
- Rescue procedures for distressed swimmers.
- Administration of artificial respiration and first aid.

Competencies:

- Leadership – May help others to believe they can achieve the goal and to believe in themselves.
- Assessing Talent – May pick up on subtle cues that differentiate true talent and potential from false cues or imposters.
- Innovation – May produce original and creative ideas.
- Industry Awareness – Maintains a deep understanding of how the industry works, how opportunities open and close.
- Influencing – Persuades others to consider and adopt a new position or attitude on a topic.
- Safety Focus – May establish and evaluate workplace safety and health or safety risk.
- Teamwork – May inspire and motivate teammates.
- Manual Dexterity – May apply trained and practiced physical techniques that result in speed and precision in application.
- Involving Others – Identifies key stakeholders in the success of a project or process.
- Integrity and Ethics – May model reasoning and principle in handling ethical dilemmas.
- Professional & Technical Expertise – Applying technical subject matter to the job.
- Using Technology – Working with electronic hardware and software applications.
- Self-Management – Showing personal organization, self-discipline, and dependability.
- Bilingual Communication – Speaking, reading, writing in a second language as assigned by the position.
- Customer Focus – Attending to the needs and expectation of customers.
- Handling Conflict – Managing interpersonally strained situations.
- Professional Impact – Presenting self as a positive representative of the organization.
- Bilingual Facility – Uses a second language with ease and precision as assigned by the position.

- Cultural Proficiency – Modeling communications and interactions that respect and include all individuals and their languages, abilities, religions and cultures.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary. Example combinations include:

- One (1) year of experience in the field of recreation or related field, with good leadership and public relations skills is preferred.
- Verification of current enrollment in high school or high school diploma or equivalent. Possession of a valid California Driver's License is preferred.
- Must be at least 16 years of age.

Licenses and Certificates

- Certificate in Lifeguard Training and in First Aid.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

- Frequently required to swim, walk, sit and talk or hear.
- Occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls.
- Reach with hands and arms.
- Occasionally required to climb or balance.
- Occasionally lift and/or move over 100 pounds with assistance.
- Vision abilities required to include close vision, distance vision, peripheral vision and the ability to adjust focus.

WORKING CONDITIONS

- Outside weather conditions.
- Exposure to wet and/or humid conditions, toxic or caustic chemicals.
- Noise level is moderately loud.

SELECTION PROCESS

Complete application materials will be screened in relation to the criteria described in this job announcement. Candidates deemed to be the most highly qualified will be invited to participate in the selection process that may consist of training and experience evaluation and technical oral interview. Applications are available on-line at <https://www.cityofsouthelmonte.org/>. Applications may be submitted in person, by mail or emailed to hr@soelmonte.org. Resumes will not be accepted in lieu of a City application. It is the applicant's responsibility to make sure the application is properly submitted.

LEGAL RIGHT TO WORK IN THE UNITED STATES

The Immigration Reform and Control Act of 1986 requires all new hire employees to submit verification of the legal right to work in the United States within three (3) business days beginning with the first day of work. The City is legally prohibited from employing anyone who cannot provide such verification of documentation.

EMERGENCY DISASTER WORKER

City of South El Monte employees are registered as an Emergency Disaster Worker. All City employees are required to perform assigned Emergency Service duties in the event of an emergency or disaster and to take such oath at time of employment.

EQUAL OPPORTUNITY EMPLOYER

The City of South El Monte is an Equal Opportunity Employer. All applicants will be considered without regard to race, religion, sex (including gender, gender identity, gender expression and pregnancy), national origin, ancestry, disability, medical condition, genetic characteristics or information, marital status, age, sexual orientation (including homosexuality, bisexuality, or heterosexuality), military and veteran status.

REASONABLE ACCOMMODATIONS

The City of South El Monte is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and Fair Employment and Housing Act (FEHA). Individuals with qualified disabilities who need reasonable accommodation during the selection process must specify the accommodations needed, in writing, at the time when the employment application is submitted.

The provisions of this job announcement do not constitute a contract, expressed or implied, and any provision contained in this job announcement may be modified or revoked without notice.



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