

Hayward Area Recreation and Park District

Employment Opportunity

Aquatics Pool Cashier

\$8.27-\$14.46 per hour/DOE Recreation Specialist I/II Part-time /Seasonal position

THE POSITION

Under general supervision of the Recreation Supervisor, Aquatics Program Coordinator and Part-time Pool Managers, Cashier will provide **customer service**, for our aquatics activities for all ages at five H.A.R.D swimming facilities. Programs and classes vary depending on season, facility and schedule.

EXAMPLE OF DUTIES

- Assist participants with registering for classes or memberships.
- The sale of swim related retail items in a friendly and helpful manner.
- Be responsible and maintain the front counter and lobby area.
- Having the knowledge of our programs, to assist patrons with determining, which programs best, meets their needs.
- Encourage and provide **positive public relations and excellent customer service**.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

- At least 16+ yrs old (15 with a valid work permit)
- If over 18 years – must have fingerprint clearance form DOJ
- Meet all pre-employment testing requirements (written, and oral)
- Bi-lingual a plus, but not necessary.
- Be flexible, willing and available to work days, evenings and weekends as assigned.

KNOWLEDGE AND ABILITIES

- Knowledge and skills of computers, cash handling, ability to multi-task, problem solve, learn and retain program related information, and able to handle money
- Ability to work independently with minimum supervision.
- Strong organizational and communication skills.
- Complete required reports, forms and program evaluations.

**FOR MORE INFORMATION OR TO APPLY, PLEASE CALL
(510) 881-6703 or 881-6720**

**Must complete and submit a District Employment
application..... download:**

Visit www.haywardrec.org for additional information



Important Information

- Position open until filled.
- All applicants must complete a H.A.R.D. Application.
- ADA please notify this office regarding the type of reasonable accommodations needed 3 days following recruitment closing date.
- Applications can be picked up and delivered to:

H.A.R.D. Aquatics Division
1099 "E" Street
Hayward, CA 94541

- **For additional information please contact H.A.R.D. Aquatics at (510) 881-6703.**

Licenses, Certificates and other Requirements for the position:

- Proof of U.S. residency.
- Proof of clear/negative TB Testing
- Possession of a valid California Drivers License or valid work permit.
- Any offer of employment to an adult employee who will have direct contact with minors is conditional upon a satisfactory background check.