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City of South San Francisco Parks and Recreation

Aquatics Division – Orange Memorial Pool



Part-Time Job Opening in Aquatics: CASHIER

The City of South San Francisco's Aquatics Division is looking for Part-Time Cashiers for its aquatic facility. Under direction of the Recreation Supervisor or the Instructor-in-Charge, the Cashier handles fees paid for the use of the pool, such as those received for recreational swim or swimming lessons; answers phones; and provides information for those having questions regarding the aquatic program .

Important and Essential Duties

Collects, makes change, and accounts for admission and lesson fees; sells punch cards.
Maintains records of all transactions as per department policy.
Operates standard office equipment.
Maintains discipline at the counter and in the lobby area.
Answers the telephone, providing information on schedule of activities.
Follow prescribed procedures in cases of emergency; may administer first aid and/or CPR.
Maintains good public relations.
Attends meetings and trainings as required.
Perform other related duties as required.

Job Related and Essential Qualifications

Knowledge of:
Modern office practices, procedures, and equipment are desirable.
Elementary book keeping and the handling of money

Ability to:

Follow written and oral instructions.
Deal effectively and courteously with the public.
Deal with stressful situations.
Deal effectively with staff.

Education Experience

Must be 17 years of age or older
High School diploma desirable

Licenses, Certificates and Other Requirements

Current Standard First Aid, CPR for the Professional Rescuer, and Lifeguarding Certificates are required. Any offer of employment to an adult employee who will have direct contact with minors is conditional upon submission of a completed fingerprint card and a satisfactory background check.

Application

Applications will be accepted until the positions are filled. This recruitment may close at any time. Resumes are not accepted in lieu of applications.

Please Note: This is a non-benefitted, part-time position. Candidates need to be able to work varied shifts as the City of South San Francisco's Aquatics Division is open year round.