



EMPLOYMENT OPPORTUNITIES



Human Resources Division
1415 Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540 * (626) 579-2107 FAX
www.cityofsouthelmonte.org/
EQUAL OPPORTUNITY EMPLOYER

PART-TIME (SEASONAL) AQUATICS CASHIER/LOCKER ATTENDANT \$15.00 - \$17.16 per hour AT-WILL POSITION

POSITION SUMMARY: Under general supervision, the Cashier/Locker Attendant assists the Pool Managers, Water Safety Instructors (WSI), and Lifeguards in the maintenance of the aquatic facility and in the supervision of classes and locker rooms at the pool; prepares facilities for special events; maintains discipline, cleanliness, and safe environment; works effectively with the public (all ages), in groups and as individuals; follows written and oral instructions; maintains effective interpersonal relations with public and staff; performs light maintenance of locker room and pool; handles cash register; administers standard first aid and performs CPR as needed and performs related duties as required.

QUALIFICATIONS: Must possess CPR/First Aid Certificate. Applicants should be at least 16 years of age or older. One (1) year of experience in the field of recreation or related field, with good leadership and public relations skills is desirable. Applicants must provide verification of current enrollment in high school or must possess a high school diploma or G.E.D. equivalent. Possession of a valid California Driver's License is desirable.

KNOWLEDGE AND ABILITIES: The successful candidate must have the ability to communicate clearly and concisely with co-workers, as well as children and parents of diverse ethnic and cultural backgrounds; demonstrate proper cashiering procedures, skills, and techniques; and identify potential hazards. Knowledge of basic safety procedures and first aid is desirable. The ability to communicate in Spanish, Vietnamese, Chinese (Mandarin), or Universal Sign Language would be an asset to this position.

WORK ENVIRONMENT: Aquatic Cashiers/Locker Attendants will work around children and adults and will be assigned to the Aquatic Center. They work indoors and outdoors in a variety of weather conditions, stand for long periods of time and should have the ability to sit, stoop, squat frequently and lift up to 30lbs or more.



WORK SCHEDULE: The Aquatic Center's operating hours will be determined by the availability of programs offered and the Los Angeles County Department of Public Health re-opening guidelines. The successful candidate must be willing to work a flexible schedule, including evenings, weekends and holidays, for the duration of the Aquatic season at approximately 20-25 hours per week. The successful candidate should also demonstrate standard business practices, i.e. respectful to others, arrive on time, responsible attendance, etc.

APPLICATION DEADLINE: OPEN UNTIL FILLED

SELECTION PROCESS:

Applicants demonstrating the most directly related experience/training *will be invited to participate in an oral interview*. All appointments are subject to approval of the City Manager. Fingerprints and background check will be conducted prior to appointment. Applicant must pass a medical examination and drug test. Applications are available at South El Monte City Hall and on-line at <https://www.cityofsouthelmonte.org/>. Applications may be submitted in person or by mail to City Hall with attention to the Human Resources Division. Scanned applications may be submitted to hr@soelmonte.org. Scanned applications must contain an electronic signature or wet signature for acceptance. Resumes only or faxed applications will not be accepted. The City of South El Monte cannot accept responsibility for notifying candidates of incomplete applications. It is the candidate'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. In the event of a declared emergency, City employees shall initially remain at work, or if recalled, shall report to work after completing critical personal and family emergency responsibilities. 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. It is the policy of the City of South El Monte to provide employment opportunity for all qualified persons. All applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medication condition (cancer and genetic characteristics), or genetic information.

REASONABLE ACCOMODATIONS

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.



**CITY OF SOUTH EL MONTE
1415 SANTA ANITA AVENUE
SOUTH EL MONTE, CA 91733**

