



EMPLOYMENT OPPORTUNITY Parks & Recreation

POSITION: Pool Cashier (seasonal, part-time)
DATE OPEN: April 1, 2019
DATE CLOSED: Open until filled. First review: April 26th
SALARY RANGE: \$13.00 to \$13.50 per hour

THE POSITION: The City of Fircrest is accepting applications for seasonal summer Pool Cashier. The position works under the general supervision of the Parks and Recreation Director. The Pool Cashier will ensure the safety of patrons of the Fircrest Pool by preventing and responding to emergencies.

PRIMARY DUTIES

- Greet the public courteously and graciously at all times.
- Act as an information center for pool.
- Answer the telephone and customer questions.
- Maintain sufficient change and communicate with head guard if change is needed throughout the shift or for the next shift.
- Conduct shift cash report.
- Make P.A. announcements as necessary.
- Collect, wash and maintain the lost and found items.
- Register customers for swim lessons and swim team.
- Assist in the event of emergency as needed (First Aid, CPR, call 911)
- Enforce facility rules.
- Maintain cleanliness and maintenance of the office and facility.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

- Be able to provide proof of work eligibility.
- Previous cash handling experience.
- Must have current CPR and First Aid Certifications or the ability to obtain before pool opening.
- Ability to complete department cashier training.
- Must be able to demonstrate ability to work in teams and with peers.
- Excellent communication skills and the ability to follow routine verbal and written instructions.
- Knowledge of customer service standards and procedures.
- Must possess excellent math skills.
- Ability to prepare basic administrative paperwork.
- Maintain communication with the patrons, other Cashiers, Head Lifeguards, and Recreation Director
- Able to act professional, calm, quick and efficient in emergency situations.

TO APPLY

- A formal application form must be fully completed and submitted to:

**Personnel Officer
City of Fircrest
115 Ramsdell Street
Fircrest, WA 98466
Telephone: (253) 564-8901, Fax: (253) 566-0762
Email: jnappi@cityoffircrest.net**

- Resumes alone are not sufficient for consideration, but may be attached to the application form.
- Applications may be filed in person, by FAX or by mail, or by email. All applications must be received by 5:00 p.m. on the closing date.
- It is not the City's policy to FAX or Express Mail application forms.

GENERAL INFORMATION FOR APPLICANTS

SELECTION

- The quality and completeness of the information provided on the application form may determine whether or not you are called for an interview. Incomplete answers or "see resume" may prevent further consideration.
- Testing may be required to measure candidates' abilities to perform essential functions or other performance dimensions.
- If you need special accommodation during the interview phase of the selection process, please provide the City with five business days advance notice. The City endeavors to reasonably accommodate everyone. All applicants interviewed will be sent written notification of the interview result.
- No formal notification will be sent to applicants not selected for an interview. Should the same or another position open for which you wish to apply, you must complete a new application to be considered for the new opening.

EMPLOYMENT

- Applicants who are offered employment will be required to provide proof of identity and authorization to work in the United States. The 1986 Federal Immigration Reform and Control Act prohibits the hiring of unauthorized aliens.
- The City does not discriminate in hiring on the basis of race, creed, color, ethnicity, national origin, sex, age, or marital status. In compliance with the Americans with Disabilities Act, disability will be considered only in the context of an applicant's ability to perform essential elements of a job and to determine reasonable accommodation.
- The City of Fircrest has a policy of limiting smoking in the work place.
- The City of Fircrest is a drug-free workplace.