POOL CASHIER
(PART-TIME NON-CLASSIFIED)
(OPEN-COMPETITIVE)

SALARY: $13.25 per hour

Opens: Wednesday, March 11, 2020
Closes: Monday, April 13, 2020

THE POSITION
This is a seasonal, hourly position who works under the direction of the Recreation Supervisor and/or Aquatic Director and performs a variety of duties with the daily activities of the aquatic program including, cashiering, assisting patrons and cleaning the pool. THIS POSITION MAY REQUIRE MORNING, EVENING, WEEKENDS AND HOLIDAY WORK.

ESSENTIAL FUNCTIONS
The following examples are intended to describe the general nature and level of work performed by individual(s) appointed to this classification. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

• Working and communicating effectively with program participants, the general public, and other staff members.
• Counting and receiving money.
• Balancing the cash register and processing daily receipts.
• Assist all patrons utilizing the pool facilities.
• Assist other staff members in performing cleaning services for the pool, locker room and other assigned areas.
• Preparing written reports and maintaining the daily ledger.
• Assisting with various daily activities and operations of the program.

QUALIFICATIONS

Education, Training, & Experience: Must be at least 16 years of age (with valid work permit) by date of appointment.

License / Certificates:
A valid California motor vehicle operator’s license may be required.
TESTING PROCESS

The required application materials may be obtained at www.cityofhawthorne.org or at the City of Hawthorne Human Resources Department located at 4455 W. 126th Street. Office hours are Monday – Thursday from 7:30 a.m. to 5:30 p.m. and on alternate Fridays from 7:30 a.m. to 4:30 p.m.

Note: A resume will not be accepted in lieu of the completed required City application form.

All applications will be reviewed and evaluated on the basis of information submitted at the time of filing to determine the level and scope of the candidate’s preparation for the position. All information supplied by an applicant is subject to verification. The acceptance of an application for the position depends on whether or not an applicant clearly meets the qualifications for the position as stated above. Incomplete applications may be rejected from consideration.

SELECTION PROCESS

Those applicants who most closely match the desired qualifications will be invited to participate in the examination process which will consist of an appraisal examination (weighted 100%) to assess the applicant’s knowledge, education, experience, and general ability to perform the essential functions of the position. An applicant requiring reasonable accommodation during the selection process due to a qualified disability must inform the City of Hawthorne Human Resources Department at (310) 349-2950 or at least 72 hours in advance of the established testing date.

Candidate(s) who complete the testing and selection process with acceptable results will be considered by the Department hiring authority. Prior to an employment offer, a comprehensive background check is conducted which includes employment reference checks and fingerprinting through the California Department of Justice. A pre-placement medical examination will be conducted upon issuance of a conditional offer of employment.

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