



CITY OF EL MONTE
COMMUNITY SERVICES DEPARTMENT



OFFERS

EMPLOYMENT OPPORTUNITIES

Applications are invited for the position of:

**RECREATION LEADER II
POOL CASHIER**

(Part Time - Open Competitive)

SALARY \$9.02 \$9.54 \$9.80 \$10.06 per hour

THE POSITION:

Under supervision, the Pool Cashier will take fees required for swimming pool activities; responsible for registrations for swim lessons; open and close daily receipts; other duties as assigned, tracks related fees and keeps accurate records of all paperwork. In addition other duties can or may include communicating with the public, handling of registration fees, writing receipts, answering phones and other duties as assigned. Shifts will vary from mornings(8-12:30) to afternoons(12-4:30) and occasional Saturday shifts. Applicant will be required to wear standard department uniform.

MINIMUM QUALIFICATIONS:

Minimum age is 18 years old, must be a high school graduate, possess current Red Cross First Aid and C.P.R. certificates (training is available) and a valid California Driver's License. Candidate must have good communication and customer service skills. Basic computer knowledge is desired.

SELECTION PROCESS:

The selection process may consist of the following phases:

Application
Screening
Oral Interview

FILING PROCESS:

Applications may be obtained from the City of El Monte Community Services Department, 11001 Mildred Street., El Monte, CA 91731. Phone: (626) 580-2216 (Mon. - Fri.) Applications must be returned to the Sports/Playgrounds/Aquatics Division.

FINAL FILING:

May 19, 2009

Interviews will be held the following week.

Please call (626) 580-2216 for further information

4/13/09