

Aquatics

We are currently looking for Cashier Attendants who are energetic, love people and who are detailed oriented to work in our Swim Centers.

Cashier Attendant \$13.28/hr



Must be available to work from approximately June 13 – September 4, 2010. The hours are from 9:00 a.m. - 5:00 p.m.

The City of Berkeley Aquatics / Swim Program offer three swim centers in different areas of the city. The City of Berkeley Aquatics program includes a youth swim team, adult masters team, diving lessons, adult swim lessons, aquatic leisure classes (spirit walking), arthritis exercise lifeguard training, junior lifeguard program, parent and tot classes, family swimming, Tiny Tot Time, year round public swim and water safety instruction. We host specialized programs including: "Conquer your Fear," and other swim programs for the special needs populations.

THE POSITION:

This position is responsible for the collection of admission fees, customer relations, basic bookkeeping, answering phones, facility maintenance, and other duties as assigned.

QUALIFICATIONS:

To qualify for this position, you must be at least 18 years old, graduated from high school or equivalent. Previous clerical or cashier experience is desirable.

TB and fingerprint clearance required for employment.

APPLICATION PROCESS:

To apply for this opening, you must complete an employment application by **Friday, March 12, 2009**. You may mail or drop-off your completed applications to:

City of Berkeley
Recreation Division
1947 Center Street, 1st Floor
Berkeley, CA 94704
Office Hours: Monday - Friday 9:00 am - 5:00 pm.

You may fax your application to (510) 981-5160. Upon receipt, your applications will be reviewed and you will be contacted by phone or email if you are selected for an interview.