



# City of Buena Park Cashier - Aquatics Program 2025

<b>SALARY</b>	\$18.54 - \$19.48 Hourly	<b>LOCATION</b>	Buena Park, CA
<b>JOB TYPE</b>	Part-Time/Temporary/Seasonal (Non-Benefited)	<b>JOB NUMBER</b>	25-00007
<b>DEPARTMENT</b>	Community Services	<b>OPENING DATE</b>	01/28/2025

## JOB BULLETIN

**The City of Buena Park's Community Services Department is seeking responsible, enthusiastic, and energetic Cashiers to join the Aquatics Program!**

Applications will be accepted until positions are filled with a **first review date of March 17, 2025**. This recruitment may close at any time without notice once sufficient qualified applications have been reviewed. Interested individuals are strongly encouraged to apply early!



The Aquatics Program is dedicated to providing quality programming and helping to create a safe and fun atmosphere at the local pools for the Buena Park community. The City's aquatics program is offered to the community starting in the Spring, all Summer-long, and in the Fall with hours available through mid-October! Enjoy the warm weather all while earning money and learning about the public-sector!

Cashiers work 15-20 hours per week and must be able to work a flexible work schedule that include afternoons (after-school hours), mornings, evenings, weekends, and holidays.

**\*All applicants must be a minimum of sixteen years of age or older at the time of application.**

**GENERAL PURPOSE**

Under general supervision, collects admission fees, keeps accurate records, accounts for all money collected; performs general clerical work as required; performs light custodial tasks; and does related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a part-time, non-benefited, position. This position provides an opportunity for incumbents with an interest in pursuing a career in municipal government, learn about municipal government functions and gain experience by completing tasks and special assignments related to the program area.

**ESSENTIAL FUNCTIONS**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Use the computer, cash, and patron management system.
2. Collect daily fees.
3. Fill out attendance receipt forms; accurately balance daily receipts.
4. Give information to the public in-person and on the phone.
5. Inform the public of rules and regulations pertaining to pool and park.
6. Assist staff with program registration.
7. Take charge of lost children.
8. May assist with bulletin boards and swim registration.
9. May assist lifeguards in managing emergency situations.
10. Log and organize lost and found.
11. Process pool rental applications.

**QUALIFICATIONS GUIDELINES****Knowledge of:**

Methods of organizing, conducting and supervising aquatic programs; swimming pool rules and general care of children; effective customer service techniques.

**Ability to:**

Perform basic arithmetic; plan, organize and conduct aquatic programs to completion; maintain accurate records and prepare reports; communicate effectively both orally and in writing; establish and maintain effective working relationships with co-workers, volunteers, participants, and the public; demonstrate ability to perform Cardiopulmonary Resuscitation (CPR) and first aid.

**PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands**

While performing the duties of this job, the employee is frequently required to walk, run, or sit. The employee is occasionally required to use hands to touch, handle, or operate objects, tools, or controls; the employee may be required to climb, balance, stoop, kneel, crouch, or crawl; must be able to move up to 50 pounds; may be exposed to wet and/or humid conditions, toxic or caustic chemicals.

**Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with staff, management, vendors, contractors, the public, and others encountered in the course of work.

## **WORK ENVIRONMENT**

Employees typically work outdoors in a public swimming pool environment.

## **EDUCATION/TRAINING/EXPERIENCE**

Any education, training or experience which would qualify applicant to have basic customer service skills, ability to collect/give out proper change, etc.

## **LICENSES/CERTIFICATES/SPECIAL REQUIREMENTS**

All applicants must be a minimum of sixteen (16) years of age or older at the time of application.

## **APPLICANT INFORMATION/EXAM WEIGHT**

Applicants must submit a City application online through the Human Resources Department web page at [www.buenapark.com/hr](http://www.buenapark.com/hr). Applications may be accompanied by a resume describing experience, education, and training in relation to the requirements of the position, however, resumes will not be accepted in lieu of a completed City employment application.

All applications will be reviewed and only those candidates determined to be **most qualified** on the basis of experience and education, as submitted, will be invited to participate in the selection process. The selection process may include but is not limited to an oral interview and/or written exams and oral presentations. Successful candidates will be placed on the employment eligible list from which hires may be made. An eligible list is valid for up to one year unless exhausted sooner.

The City of Buena Park is an Equal Opportunity employer and does not discriminate on the basis of race, color, creed, ancestry, national origin, gender, marital status, sexual orientation, religion, age, veteran status or disability.

### Americans with Disabilities:

Applicants with disabilities who require special testing arrangements must contact Human Resources. If you have a disability for which you require an accommodation, please contact Human Resources at (714) 562-3515 no later than 5 business days before the test date.

### Fingerprinting:

Applicants who are selected for hire are fingerprinted during the pre-placement processing period. All fingerprints will be processed with the Department of Justice to verify criminal records or absence thereof.

### Physical Examination:

A conditional offer of employment is based upon the successful completion of a pre-placement medical exam to determine a candidate's fitness to perform the essential functions of the position. Physicals are performed by the City's designated physician at the City's expense and may include a drug and alcohol screening.

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## **Employer**

City of Buena Park

## **Address**

6650 Beach Boulevard

**Phone**

Buena Park, California, 90621

714-562-3515

**Website**<http://www.buenapark.com/HR>**Cashier - Aquatics Program 2025 Supplemental Questionnaire****\*QUESTION 1**

I understand that an incomplete application may lead to disqualification from the recruitment process and I have supplied all the applicable information in my application. Leaving items blank or noting "See Resume" are not acceptable.

- Agree
- Disagree

**\*QUESTION 2**

Are you a minimum of sixteen (16) years of age or older at the time of application?

- Yes
- No

**\*QUESTION 3**

What is your highest level of education completed?

- No Diploma
- High School or G.E.D.
- Some College - 59 units or less
- Some College - more than 60 units
- Associate's Degree
- Bachelor's Degree
- Master's Degree

**\*QUESTION 4**

Are you available to work different shifts including nights, holidays, and weekends?

- Yes
- No

**\*QUESTION 5**

Please list the days/hours you are available to work (AM/PM).

**\*QUESTION 6**

How many years of public contact or customer service experience do you have?

- No experience
- Less than 6 months experience

- 6 months to less than 1 year experience
- 1 year to less than 2 years experience
- 2 to less than 3 years of experience
- 3 to less than 4 years of experience
- 4 to less than 5 years experience
- 5 years or more experience

**\*QUESTION 7**

**How many years of paid or volunteer experience do you have working in an aquatic program?**

- No experience
- Less than 6 months experience
- 6 months to less than 1 year experience
- 1 year to less than 2 years experience
- 2 to less than 3 years of experience
- 3 to less than 4 years of experience
- 4 to less than 5 years experience
- 5 years or more experience

**\*QUESTION 8**

**What experience do you have working with children?**

**\*QUESTION 9**

**How would you handle a patron upset about their swimming lessons?**

\* Required Question