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St. Helena Unified School District

AQUATICS CENTER

Internal/External

SUMMER FRONT DESK ATTENDANT

St. Helena Unified School District is accepting applications for a Front Desk Attendant to work at the Aquatic Center. There are three (3) positions available and they are all temporary and at-will positions only.

General Duties: Under the direction of the Director of Aquatics and Facility Use, operates front desk point-of-service and registration for the aquatics program. Provides a variety of front-line administrative duties as needed to support the day-to-day operation of the Aquatic Center.

Qualifications: Knowledge of point of service, purchasing and registration systems. Knowledge of basic pool facility, rules and regulations. Excellent customer service, communication, listening, phone and computer skills (basic Microsoft applications). Minimum age is 16 to apply for this position. Current CPR, AED and First Aid Certification preferred. Current Lifeguard Certification preferred, or we will train because this position may require coverage for other positions at the aquatics center.

NOTE: *Must be fingerprinted, provide a clear TB test and work permit (if under 18) prior to employment.*

Hours: Varies 8-20 hours/week

Weekday hours: 5:30am-7:00pm

Weekend hours: 6:30am-5:30pm & 12:45pm-4:30pm

Summer Schedule: June 10, 2019 through August 17, 2019

Salary: Salary Schedule Range 101 (\$14.11/hr.)

Beginning Date: June 7, 2019 (upon fingerprint and TB clearance)

How to Apply: All applicants need to fill out an application online at www.edjoin.org/shusd. The job description is also available on Edjoin.

Deadline: Open Until Filled

Distribution: ALL SHUSD, SHUSD website, Edjoin

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