



# City of Saginaw

## RECREATION CENTER AQUATIC CENTER CUSTOMER SERVICE

333 West McLeroy  
P.O. Box 79070  
Saginaw, Texas 76179  
817-232-4640  
Fax 817-232-4644  
[www.ci.saginaw.tx.us](http://www.ci.saginaw.tx.us)

DATE: January 18, 2019

CLOSING DATE: Open Until Filled

BEGINNING SALARY: \$8.00 per hour

WORK SCHEDULE: Seasonal  
May 27, 2019 – September 2, 2019  
Varied hours

### MINIMUM REQUIREMENTS

CITIZENSHIP: Must be a United States Citizen by birth or naturalization.

EDUCATION: Less than high school

IDENTIFICATION: Texas Driver's License or other valid form of identification

MUST BE ABLE TO PERFORM ESSENTIAL AND NON-ESSENTIAL JOB DUTIES WITH OR WITHOUT A REASONABLE ACCOMODATIONS. (PLEASE READ DESCRIPTION ENCLOSED IN PACKET).

### AQUATIC CENTER CUSTOMER SERVICE

The hiring process will consist of the following: Oral interview, background check, physical examination and drug screen. Any offer of employment is contingent on applicant passing the physical examination and drug test. **We reserve the right not to employ any applicant.**

#### All applications must be returned with:

1. Copy of valid Texas Driver's License or valid identification
2. Copy of Social Security Card
3. Authorization to Conduct Drug and/or Alcohol Testing Form
4. Authority for Release of Information and Wavier
5. Supplemental Work and Personal History Form (Page 1 and 2)
6. DPS Computerized Criminal History (CCH) Verification Form

#### **Application packets are available:**

Online: [www.saginawtx.org](http://www.saginawtx.org)

In Person: City of Saginaw Human Resources, 333 West McLeroy Blvd., Saginaw, Texas 76179

**Applications: Mail or Hand Deliver to:** City of Saginaw, City Hall  
333 West McLeroy Blvd.  
Saginaw, Texas 76179  
817-230-0330

**NON-TOBACCO USERS PREFERRED, NO SMOKING IN CITY BUILDINGS**

#### **Equal Opportunity Employment**

Note: The Immigration Reform and Control Act of 1986 requires the City of Saginaw to hire only U.S. Citizens and lawfully authorized alien workers. Employability verification will be required of prospective employees.

**CITY OF SAGINAW  
JOB DESCRIPTION**

Job Title: Customer Service Associate (Aquatic Center) Effective: 11-14-2011  
Department: Recreation & Community Services State Employment Commission Code: 7999  
Seasonal/Temporary Position Worker's Compensation Number: 8810

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Job Summary:

Monitors aquatic facilities and activities in accordance with municipal rules by: handling telephone calls; inform persons about facilities, programs, activities and usage rules; maintain required records and logs of participants; may coordinate use of facilities to prevent conflicts; patrol facilities to detect damage, report damages and secure the facility; and create and assemble ID badges and may create signs and posters.

This position will operate, deliver food service, and clean the food court and operational area for the Saginaw Aquatic Center. This position will handle cash and customer service.

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Essential Job Functions:

This position must have the demonstrated ability to communicate effectively and answer questions with a variety of customers; Ability to handle cash and register program participants; Ability to maintain appearance of the concession facility and surrounding area by performing light custodial duties; Basic knowledge of common aquatic facility apparatus, running cash register and using kitchen equipment (microwave, fountain drink machine, vent system); performs other duties as assigned. Must be able to lift items weighing up to twenty-five pounds. Performs work under normal office conditions. Position will be exposed to an out-of-door environment, subject to extremes of temperature and inclement weather.

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Other Job Functions:

Must be able to work weekdays, afternoons, evenings and weekends. Works with other City departments as needed. Performs other duties as assigned

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Required Education, Degrees, Certificates, and/or License:

Less than High School diploma; or up to one month related experience and/or training; or equivalent combination of education and experience. Must possess a valid Texas driver's license or valid identification. CPR preferred.

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Experience, Training, Knowledge, and Skills:

Ability to communicate effectively and work well with a wide variety of people is required. Must have the ability to operate computers, printers, calculators, fax machine, typewriter, copy machine, telephone. Basic knowledge of running cash registers and using kitchen equipment (microwave, fountain drink machine, vent system). Must be a highly motivated individual possessing exceptional customer service skills.