

# ALBANY UNIFIED SCHOOL DISTRICT

**Front Desk / Cashier**  
**\$15.00 - \$16.88/hr**

**POSITION DESCRIPTION:** Under the direction of the Head Lifeguard/Swim Instructor, duties are not limited to but will include daily office and facility maintenance, assisting in the emergency action plan, answering phone calls, making P.A. system announcements and providing support and information to patrons regarding aquatics and adult education programs.

**REPRESENTATIVE DUTIES:** E = Essential Duties. 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 the position.

1. Responsible for all money transactions involving daily fees, pool passes, concessions and registrations. E
2. Sign in all patrons and treat all customers in a professional and friendly matter. E
3. Secure office and cash register at all times. E
4. Attend employee orientation and in-service trainings. E
5. Balance all money at the end of each shift and prepare bank deposit. E
6. Escort children to the bathroom during swim lessons if necessary. E
7. Perform other related duties as requested or as needed. E

**KNOWLEDGE OF:** Rules pertaining to Aquatics regulations; Microsoft Office documents;

**ABILITY TO:** Interact in a positive manner with a diverse community; handle conflict in a positive manner, communicate effectively, both orally and in writing; identify appropriate solutions and take action; work independently; deal effectively with stress and conflict, as well as with multiple and concurrent job demands; establish and maintain cooperative and effective working relationship with others; maintain current knowledge of, and be able to apply and explain program rules, regulations, requirements and restrictions; develop, coordinate and schedule various activities; establish working relationships with employees, supervisors and customers; communicate effectively, orally and in writing.

**TOOLS AND EQUIPMENT USED:** Various office equipment; water treatment systems (will train), water test kit, computer including Microsoft, registration and POS software.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms; occasionally required to climb or balance, stoop, kneel, crouch, or crawl; must occasionally lift and/or move up to 50 pounds; specific vision abilities

required by this job include close vision, color vision, and the ability to adjust focus; occasionally required to swim; must be physically able to perform and teach all rescue skills.

**WORK ENVIRONMENT:** The work environment characteristics here are representative of those an employee encounters while performing essential functions of an aquatics job; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; employee is frequently exposed to wet or humid conditions, toxic or caustic chemicals.

**QUALIFICATIONS/REQUIREMENTS:**

1. Minimum 15 years of age
2. Must have current American Red Cross CPR/AED for the Professional Rescuer and First Aid or ability to within 60 days.

**APPLICATION PROCEDURE:** A classified employment application should be submitted to

Albany Aquatic Center  
1311 Portland Ave  
Albany, CA, 94706  
Attn: Drew Nelson, [albanypool@ausdk12.org](mailto:albanypool@ausdk12.org)

The Board prohibits any district employee from harassing or discriminating against any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.