



City of Saginaw

333 West McLeroy  
P.O. Box 79070  
Saginaw, Texas 76179  
817-232-4640  
Fax 817-232-4644  
www.ci.saginaw.tx.us

**RECREATION CENTER  
AQUATIC CENTER CUSTOMER SERVICE ASSOCIATE  
2023 SUMMER SEASON**

**OPENING DATE:** December 7, 2022 (Revised 02-28-2023)      **CLOSING DATE:** Open Until Filled

**BEGINNING SALARY:** \$9.00 - \$11.00 (depending on experience)

**SEASONAL WORK SCHEDULE:** June 01, 2023 – September 02, 2023  
Varied Hours

**MINIMUM REQUIREMENTS:**

**CITIZENSHIP:** Must be a United States Citizen by birth or lawfully authorized.

**EDUCATION** Less than a high school diploma or up to one-month related experience and/or training; or equivalent combination of education and experience

**IDENTIFICATION:** Must have a valid Texas Driver’s License or valid identification

**REQUIREMENTS:** Must be 16 years of age to be hired  
CPR Certification preferred.

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

**All applications must be returned with the following:**

- a. Copy of valid Texas Driver’s License or valid Identification
- b. Copy of Social Security Card
- c. Authorization to Conduct Drug and or Alcohol Testing Form
- d. Authority for Release of Information and Wavier Form
- e. Supplemental Work and Personal History Form (Page 1 and 2)
- f. DPS Computerized Criminal History (CCH) Verification Form

**HIRING PROCESS**

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 the drug screen. **We reserve the right not to employ any applicant.**

**City of Saginaw Human Resources**

333 West McLeroy Blvd., Saginaw, Texas 76179  
817-230-0330

**Applications: Mail or Hand Deliver**

**City of Saginaw, City Hall  
333 West McLeroy Blvd.  
Saginaw, TX 76179**

**NON-TOBACCO USERS PREFERRED, NO SMOKING IN ANY CITY BUILDING OR VEHICLE**

**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. Must be 16 years of age to be hired.

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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.