



CITY OF HAWTHORNE
Human Resources
4455 W. 126th Street
Hawthorne, CA 90250
(310) 349-2950
www.cityofhawthorne.org
An Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

FACILITY CASHIER (POOL)
(SEASONAL/NON-CLASSIFIED)
AN OPEN COMPETITIVE RECRUITMENT

DEPARTMENT: Community Services
SALARY: \$16.90 hourly
FILING DATE: Open: Wednesday, February 18, 2026
Closes: Open Until Filled.

EMPLOYMENT APPLICATION:

https://hawthorneca.formstack.com/forms/city_of_hawthorne_application_for_employment

THE POSITION

This is a seasonal, hourly position who works under the direction of the Recreation Supervisor and/or Aquatic Director and performs a variety of duties with the daily activities of the aquatic program including, cashiering, assisting patrons and cleaning the pool. **THIS POSITION MAY REQUIRE MORNING, AFTERNOON, EVENING, AND HOLIDAY WORK INCLUDING WEEKENDS.**

ESSENTIAL FUNCTIONS

The following is a list of typical duties assigned to this classification. The duties included on this list are examples and not intended to be all-inclusive or restrictive.

- Works and communicates effectively with program participants, the general public, and other staff members.
- Counts and receives money.
- Balances the cash register and processes daily receipts.
- Assists all patrons utilizing the pool facilities.
- Assists other staff members in performing cleaning services for the pool, locker room and other assigned areas.
- Prepares written reports and maintains the daily ledger.
- Assists with various daily activities and operations of the program.

MINIMUM QUALIFICATIONS

Education, Training and Experience

- Be at least 16 years of age (with valid work permit) by date of appointment.

Licenses, Certificate and/or Special Requirements

- A valid California class "C" driver's license, safe driving record, and proof of insurance are required at the time of appointment.

RECRUITMENT PROCESS

A complete City application and supplemental questionnaire (if applicable) are required to be considered for any open position. The City's employment application is located at www.cityofhawthorne.org. Please complete all the required information as provided on the form. Do not alter the application.

City Hall business hours are Monday through Thursday from 7:30 a.m. to 5:30 p.m. and closed every other Friday. On the alternate Friday, City Hall hours are from 7:30 a.m. to 4:30 p.m. Please contact the Human Resources Department at (310) 349-2950 with any questions regarding this recruitment.

Note: Communications from the Hawthorne Human Resources Office regarding this recruitment will be via email. Please periodically check spam or junk mail folders.

All employment application materials received by the final filing deadline will be reviewed to determine the level and scope of applicant qualifications for the position. All information provided by an applicant is subject to verification. Incomplete applications will be rejected from consideration.

TESTING & SELECTION PROCESS

All properly completed applications will be reviewed and only the most highly qualified candidates will be invited to continue in the selection process. The selection process may include a supplement questionnaire, a written test, a performance test, and/or an oral interview to evaluate the applicant's skill, training, and experience. An applicant requiring reasonable accommodation during the testing and selection process must inform the City of Hawthorne Human Resources Department at (310) 349- 2950 at least seventy-two (72) hours in advance of the established testing date.

If selected, a conditional employment offer will be made and the candidate will participate in a pre-employment process, which will include a comprehensive background check (employment reference checks and fingerprinting through the California Department of Justice) and a pre-placement medical examination. The exam will include a drug screening.

COMPENSATION AND BENEFITS

City employee may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, educational reimbursement and other benefits listed in the Hawthorne Municipal Employee Association (HMEA) Part-Time Memorandum of Understanding. Benefits may change due to employer-employee negotiations. For additional details, refer to the City's website: www.cityofhawthorne.org under MOUs & Salary Schedules.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The City of Hawthorne is an Affirmative Action/Equal Employment Opportunity Employer. We are committed to providing all individuals equal opportunity in employment regardless of age, sex, race, national origin, religion, color, ancestry, marital status, sexual orientation, medical condition, physical or mental disability, or service as a military veteran. Women, minorities and disabled individuals are encouraged to apply.

THE PROVISIONS OF THIS JOB BULLETIN DO NOT CONSTITUTE AN EXPRESS OR IMPLIED CONTRACT OR GUARANTEE OF EMPLOYMENT. ANY OF THE PROVISIONS CONTAINED HEREIN MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.