

Customer Service Staff: 16 years old & over

***Please read carefully before applying for this position.**

Responsibilities:

- Maintains a pleasant and cordial atmosphere for patrons utilizing the pool complex and delivers excellent customer service on the phone. Must be an energetic team player.
- Checks ID **cards_and/or** collects proper fees from all persons entering the pool complex.
- Keep accurate records of fees collected from our online registration system.
- Duties in addition to those mentioned above:
 - o Maintain a clean environment in the pool front office, pool complex, and other designated area.
 - o Pick up all trash, litter, and empty trashcans in and around pool complex including Community Room, Wading Pool area, Concession area, Pavilion areas, and Community Park Pool parking lot.
 - o Water plants in whiskey barrels in and around pool complex
 - o Help with **cleaning/checking/monitoring** locker rooms and family changing areas on a rotating basis as needed at the pool complex.
 - o Mobile phones are not allowed during working hours
- Occasionally may be rotated to work at the Recreation Department Office.
 - o Answering phones, helping with phone registrations, in-person registrations and other tasks as designated by the Customer Service Manager.

ATTENDANCE IS MANDATORY FOR THE FOLLOWING:

1. Customer Service Staff Orientation: May 20
2. First Four Weekends: May 27, May 28, May 29; June 3 & June 4; June 10 & June 11; June 17 & June 18
3. Community Events

Email vcaines@princetonnj.gov with any questions.

***Applications must be filled out and brought to the Recreation Office.**

The office is open M-F from 9:00am-5:00pm.*

PRINCETON RECREATION DEPARTMENT

380 Witherspoon Street - Princeton, NJ 08540 – p: 609-921-9480 – f: 609-688-2040

www.princetonrecreation.com

Date: _____

Seasonal Employment Application

Please Print

Name (Last, First): _____

Address: _____

City, State & Zip: _____ Date of Birth: _____

Phone (Cell): () _____ Email: _____

Full Job Descriptions on princetonrecreation.com

Please check position(s) applied for:

Customer Service Staff

Expectations and Requirements for all Positions:

- Be courteous in dealing with the general public and staff members
- Some positions may require working weekends, holidays and irregular hours
- Certain positions require applicant be a minimum of 18 years of age
- If under 18 years of age, working papers are required prior to start date

Have you been previously employed by the Princeton Recreation Department: ___Yes___No

If yes, give date _____

If hired, please list the date you can begin working: _____

Do you possess a valid driver's license: ___Yes___No

Are you legally eligible to work in the United States of America: ___Yes___No

If you are under eighteen years of age, can you provide proof of eligibility to work: ___Yes___No

Pursuant to Federal Law, proof of US Citizenship or immigration status will be required if you are hired.

NJ Residency required by State Statute R.S.52:14-7

Princeton Recreation Department is an Equal Opportunity Employer M/F/V/D

Education:

School:	Years completed: (Circle)	Graduated: (Circle)	Major Field:
High:	1 2 3 4	Yes No	
College:	1 2 3 4	Yes No	
Other:	1 2 3 4	Yes No	

EMPLOYMENT HISTORY/VOLUNTEER EXPERIENCE							
From Month/Yr	To Month/Yr	Name and Location of Organization	Position Title	Final Pay Rate	Supervisor/ Phone	May We Contact for a Reference?	Reason for Leaving

Please list any upcoming dates/times of day when you are not able to work:

Please list all current certifications:

References:

Name & Organization:	Position/Title:	Phone Number:

Understandings and Agreements:

As an applicant for a position with the Princeton Recreation Department, I understand and agree that I must provide truthful and accurate information in this application. I understand that my application could be rejected if any information is not complete, true and accurate. If hired, I understand that I may be separated from employment if PRD later discovers that information on this form was incomplete, untrue, or inaccurate. I give PRD the right to investigate the information I have provided, talk with former employers (except where I have indicated they may not be contacted). I give PRD the right to secure additional job-related information about me. I release PRD and its representatives from all liability for seeking such information. I understand that PRD is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that PRD will make reasonable accommodations as required by the Americans with Disabilities Act. I understand that, if employed, I may resign at any time and that PRD may terminate me at any time in accordance with its established policies and procedures. No representatives of PRD may make any assurances to the contrary. I understand that any offer of employment may be subject to job-related medical, physical, drug, or psychological tests. I also understand that some positions may involve complete background and criminal checks. For your application to be considered, you must sign and date below.

Applicant's Signature _____
 Date _____