



Employment at City of Little Rock

Position: Part – Time Lifeguard

Rate of Pay: \$8.50 - \$10.00/hr.

Job Objective:

To perform duties related to the operation and maintenance of a municipal swimming pool.

Essential Job Functions:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive.

- Assist with teaching swim lessons and classes
- Maintains proper sanitation of pool facilities, which includes shower facilities and bathhouse
- Patrols activities surrounding pool facilities, shower rooms and bathhouses to ensure safety of patrons and for security purposes
- Administers first aid and/or CPR to injured patrons as necessary
- Renders assistance to swimmers in distress

Minimum Qualifications and Additional Requirements:

- Must be certified by the American Red Cross as a lifeguard and possess a valid lifeguard
- Must be CPR certified

Apply online at: <https://www.governmentjobs.com/careers/littlerock>

Position will close on Tuesday, August 15, 2017 at 11:59 PM Central

Position: Part-Time Zoo Service Associates **Rate of Pay:** \$8.50 - \$9.50/hr.

Job Objective:

To provide quality customer service to patrons of the Little Rock Zoo. The Little Rock Zoo is a smoke free facility.

Essential Job Functions:

Please be aware that all positions listed below provide "back up" duties as necessary. These positions may also work at various locations throughout the zoo.

Membership Sales / Cashier

Responsibilities:

- Provides membership program information and sell memberships
- Processes membership applications, print membership cards, receive and post mail
- Utilizes computer data base for memberships, data entry
- Answers phone, takes reservations and payments by phone, answers questions
- Utilize computer cash register and data base for admission sales, membership sales, gift shop, cash handling, Credit Card processing, verifying ID and valid memberships

Gift Shop Sales / Cashier

Responsibilities:

- Utilizes computer cash register and database for admission sales, gift shop & membership sales
- Receives monies from rental of wagons, strollers & electric scooters
- Answers visitor questions about the zoo
- Restocks shelves, designs displays for merchandise, checks in & labels merchandise
- Cleans and organizes stock room, sweeps and mops floors, dust shelves, windows and door

School Bus Greeter

Responsibilities:

- Greets bus at the front of the zoo and instructs bus drivers where to unload & load students
- Assists teachers and students from various schools and in the entering of zoo grounds in a friendly manner
- Moves children and teachers away from ticket booth areas, stamps hands of returning guests
- Gives directions to bathrooms and exhibits, informs guests of show times, zoo talks & education programs
- Scheduling is normally Mon. thru Friday from 8:30 am until 2:00 pm, off time will vary

Café Cashier / Dining Room Attendant

Responsibilities:

- Utilizes computer cash register, receives monies, coupons, etc.
- Restocks front counter area of café & condiment shelves, removes trash, cleans tables & chairs
- Restocks napkins & beverage case, prepares beverages, communicates food orders with kitchen
- Sweeps and mops dining room and front counter area
- Assists guests with information or events, programs and other visitor services information

Café Line Cook/Sandwich, Salad & Pizza Prep.

Responsibilities:

- Prepares food orders according to order tickets
- Restocks food areas, prepares meals, follows recipes
- Follows all Health Dept. guidelines
- Operates deep fryer, institutional convection oven, flat top grill, Potato Friller, dishwasher, proof boxes, pizza oven, hot wells
- Unloads food delivery trucks, maintains storage areas, inventories product and equipment
- Maintains cleanliness of freezer and refrigeration areas; sweeps and cleans area of operations
- Cleans kitchen equipment; properly stores equipment, cleans kitchen trash receptacles and removes all trash
- Sets up and staffs catered functions and events
- Must be 18 to work with fryer or as Line Cook

Concession Stand Attendant

Responsibilities:

- Utilizes cash register, receives monies from guests; prepares food & beverage orders
- Restocks food supplies, paper supplies, and condiments
- Follows all health dept. guidelines
- Grills food on outside gas grill, deep well fryer, hot wells
- Cleans area of operation to include sweeping, mopping, dishes, & outside seating areas
- Removes all trash and cleans trash receptacles
- Sets up & staffs catered functions and events
- Line Cooks must be 18 yrs or older
- Attendants can be 16 or older, must be 18 or older to work with fryer

Rental Attendant

Responsibilities:

- Checks out and returns wagons, strollers, & electric scooters to guests with receipts
- Cleans wagons, strollers & scooters
- Gives directions to bathrooms & exhibits; informs guests of show times or zoo talks & education programs
- Maintains cleanliness of surrounding work area
- Inventories that all rentals have been returned by 4:30 p.m.

Ride Operator - Carousel

Responsibilities:

- Inspects carousel hourly to insure all parts are in working condition
- Reports all maintenance needs to Visitor Services manager
- Assists small children on horses
- Receives money/tokens and coupons from guests
- Ensures that all height requirements are followed according to the Dept. of Labor guidelines
- Maintains a level of safety & awareness of the guests riding carousel
- Cleans all carousel horses, chariots and platform
- Turns on carousel music at the beginning of shift and ensures it is playing through out the day
- Sets up and staffs catered functions and events
- Must be 21 years or older

Minimum Qualifications and Additional Requirements

Must be able to work different shifts, weekends, evenings and special events. Must be able to work in various weather conditions. Certain positions require workers to be at least 18 or 21.

Application Requirements

ONLY On-Line Applications Accepted.

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Positions will close on Thursday, August 31, 2017 at 11:59 PM Central