

CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS
EXPO CENTER
3980 Bill Robertson Lane
Los Angeles, CA 90037
(213) 763-0114

Recreation Assistant - Guest Services (Front Desk) / Special Events

Description of Duties: Serves as the front line staff for the EXPO Center by interacting with many patrons who utilize the facility. Front desk responsibilities include: answering a multi-line phone system and greeting patrons in person and over the phone; direct patrons to their designated areas in the facility; receiving program registration and payments; promoting program classes and special events; taking memberships and conducting customer service (including responding to complaints, service issues and other general questions or concerns of the facility.) Filing, mail distribution and must be able to operate basic office equipment, including phone, copy and fax machine. Have a working knowledge of Online Activity Catalog. Special events responsibilities include: providing set-up and breaking down events, removing trash, monitoring events to ensure patrons follow City policies and procedures. These hours are only for the Alternative Learning Program time frame.

Available Hours: Three (3), Five (5) Hour Shifts per Day

Available Dates/Days/Times: Monday - Friday 6am – 11am
11am – 4pm
4pm – 9pm

Qualifications: Must have a background or experience in customer service.

To Apply: Send resume to:

David Johnson
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3980 Bill Robertson Lane
Los Angeles, CA 90037
(213) 763-0114 ext. 260
Fax (213) 763-3117
Email: david.johnson@lacity.org

Last Day to Apply: December 6th, 2024