

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)

Description of Duties: Serves as the front line staff for the EXPO Center by interacting with many patrons who utilize the facility. 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. 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
Expo Center
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: May 15th, 2024

For candidates seeking initial City employment, in accordance with Los Angeles City Ordinance 187134, information regarding COVID-19 vaccination requirements as conditions of employment be found at: https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf