The Department of Recreation and Parks Camping Section Camp Hollywoodland is recruiting for Special Program Assistants (SPA II). SPA IIs in the Camping Section are part-time, at-will employees who work up to a maximum of 1040 hours per year, throughout the City of Los Angeles.

AVAILABLE HOURS:
- 0 to 30 hours per week based on the budgetary and operational needs of the Camping Section Department.

DESCRIPTION OF DUTIES:
- May work in a kitchen, washing dishes, cleaning appliances, assisting with food preparation.
- May assist with peeling, washing and trimming of vegetables and fruits in preparation of salad bar.
- May assist with trash removal and cleaning/maintaining of kitchen and dining room.
- May perform custodial functions including, cleaning buildings, restroom facilities, and public play areas/fields.
- May maintain campgrounds (both indoor and outdoor), parking lots, roads, and adjacent areas; perform minor building repairs.
- May assist camp staff with office work including answering phones, taking reservations, maintain inventory of vehicles and equipment.
- May perform minor irrigation repairs and landscape maintenance such as planting, cultivation, and tree care;
- May use small power equipment such as line trimmers, small mowers, and backpack blowers

QUALIFICATIONS:
- Must possess a valid California Driver’s License and a good driving record;
- Must be available to work mornings, nights, weekends, and holiday shifts, as needed;
- Must be responsible, dependable, and possess a “Can-do” attitude;
- Excellent customer services skills and a desire to work with the public;
- Ability to understand and follow directions;
- Ability to work under minimum supervision;
- Some knowledge and experience working in a commercial kitchen is desirable.

HOW TO APPLY: Please submit a resume with two professional references (e-mail ONLY) to the following:

Kimberly Welden, Camp Hollywoodland
Kimberly.Welden@lacity.org

DEADLINE TO APPLY: Friday, March 20, 2020