



## CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS

### **Special Program Assistant (2415)**

**Salary: \$17.14 per hour**

*(The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer)*

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](mailto:Kimberly.Welden@lacity.org)

**DEADLINE TO APPLY: Friday, March 20, 2020**

An Equal Employment Opportunity Employer

As a covered entity under Title II of the American with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities.