



## CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS

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

**Salary: \$17.83 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 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, at multiple locations throughout the City of Los Angeles.

#### **AVAILABLE HOURS:**

- 0-30 hours per week based on schedule and shift availability. Summer time is our busiest season of the year.
- Hours and locations may vary. Some shifts may require overnight stays at our out of town camps.
- Must be available to work a flexible schedule that could include weekdays, weekends, early mornings, evenings and occasional holidays.

#### **DESCRIPTION OF DUTIES:**

- May work in a kitchen, washing dishes, cleaning appliances, assisting with food preparation and food service.
- May assist with peeling, washing and trimming of vegetables and fruits in preparation of the salad bar.
- Assist with catering events.
- May assist with trash removal and cleaning/maintaining of kitchen and dining room.
- May perform custodial functions including, disinfecting high touch areas, mopping floors, laundry service, 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 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 minimal supervision.
- Some knowledge and experience working in a commercial kitchen is desirable.
- In accordance with the City's Ordinance 187134, all future city employees must be fully vaccinated against COVID-19.

**HOW TO APPLY: Please submit a resume (e-mail ONLY) to the following:**

**Lynette Smith**

**[Camp.hollywoodland@lacity.org](mailto:Camp.hollywoodland@lacity.org)**

**DEADLINE TO APPLY: Open until filled**