

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

**Requirements:** Must **be currently employed as a Recreation Assistant** with the City of Los Angeles Department of Recreation & Parks.

**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](mailto:david.johnson@lacity.org)

**Last Day to Apply:** January 31, 2024

**Schedule:** Must Be Able to Work      Monday - Friday      6am – 11am  
11am – 4pm  
4pm – 9pm

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](https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf)