

**CITY OF LOS ANGELES
DEPARTMENT OF RECREATION & PARKS**

Park Services Division

4800 Griffith Park Dr, Los Angeles 90027
323-661-9465

**ASSISTANT PARK SERVICES ATTENDANT I (APSA I)
PAY TENNIS BOOTH ATTENDANT**

Salary: \$16.69 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.)

Pay Tennis Booth Attendants are part-time, at-will employees of the City of Los Angeles, Department of Recreation & Parks limited to 1040 hours per year.

Park Services Office operates 9 different pay tennis facilities located at various parks throughout the City. Our Facilities are located at Balboa, Cheviot Hills, Poinsettia, Palisades, Van Nuys/Sherman Oaks, Griffith–Riverside, Griffith–Vermont Canyon, Westchester and Westwood. Hours of Operation vary by location but are between 8:00 a.m. and 10:00 p.m.

Available Hours

- 10 – 20 hours per week (maybe more), based on schedule and shift availability
- Hours and reporting location may vary
- Must be available to work evenings, weekends and holidays

Description of Duties

- Use a computer POS system to create and check in tennis reservations
- Cash and credit card handling
- Provide customer service to park patrons
- Light cleaning & maintenance include sweeping the tennis courts, cleaning the booth, etc.
- Create, renew, and update Patron's Household Accounts
- Communicate with management regarding any issues, concerns or comments

Qualifications

- Previous cash handling experience preferred
- Basic computer skills – MS Word and MS Excel and Email
- Must be responsible, dependable, and able to work with minimal direction

To Apply

1. Complete a City application: <http://per.lacity.org/application.pdf>
2. Submit the City application and your resume to Anthony.Gallo@lacity.org; resumes will not be accepted without a City application.

Deadline date to apply: Open until sufficient applications are received.