

**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: \$21.50 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 & credit card handling.
- Provide customer service to park patrons.
- Light cleaning & maintenance – 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:

- Must be 18 years or older & have high school diploma.
- Previous cash handling experience preferred.
- Basic Computer Skills – Word, Excel and Email.
- Must be responsible, dependable, and able to work with minimal direction.

To Apply: Submit a City application & resume to: Anthony Gallo

City applications can be obtained at the following link: <http://per.lacity.org/application.pdf>
(Resumes will not be accepted without a City application)

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

Job info posted at www.laparks.org