



CITY OF LOS ANGELES ZOO DEPARTMENT GUEST SERVICES



PART-TIME JOB BULLETIN ASSISTANT PARK SERVICES ATTENDANT I (2418-1)

SALARY \$17.88 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.)

SCHEDULE Various hours. Employees may be assigned to work weekdays, weekends and holidays, any time between the hours of 8:30 a.m. and 5:00 p.m. **Must be able to work weekends and most holidays.**

LOCATION Los Angeles Zoo – 5333 Zoo Drive, Los Angeles, CA 90027

DUTIES / JOB DESCRIPTION

This is an at-will exempt intermittent position which can be terminated at any time without cause. An Assistant Park Services Attendant I will be assigned to the Guest Services section of the Zoo, and will be working with the public performing a variety of tasks. They may be assigned to work outside in a variety of weather conditions and will be required to work weekends and most holidays. Some examples of duties include, but are not limited to:

- Providing excellent customer service via email, phone and in person
- General admission, animal encounter and special program ticket sales
- Verifying ticket purchases
- Facilitating school group ticket sales and check in
- Assisting patrons in the School/Group Reservations Office via email, phone and in person
- Assisting patrons and Zoo visitors at the Zoo Guest Relations Window
- Carousel operations
- Preferred parking operations

REQUIREMENTS

- Basic computer skills
- Outstanding oral and written communication skills
- Strong attention to detail and great organizational skills
- Friendly, outgoing, energetic and enthusiastic about working with the public
- At least one year of customer service experience is preferred
- At least one year of cash handling experience is preferred
- 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/online/docs/2021/21-0921_ord_187134_8-24-21.pdf

HOW TO APPLY

Interested applicants must email an updated resume or a completed City application to lazoo.personnel@lacity.org and the subject line must include “**APSA I – GUEST SERVICES.**” Resumes and/or applications must be received by 4:00 p.m. on Friday, February 9, 2024, or until sufficient applications have been received.

The Los Angeles Zoo strives to have a workforce that is representative of the diverse communities of Los Angeles and we encourage people of all backgrounds, including applicants who identify as Black, Indigenous, people of color, people with varying abilities, women and of the LGBTQAI+ communities, to apply.