

# TRANSITIONAL JOBS LOS ANGELES COUNTY CARES PANDEMIC RELIEF EMPLOYMENT PROGRAM

## JOBS-JOBS-JOBS

### COMMUNITY CENTER TRANSITIONAL JOB

#### Position: Customer Service

This position provides customer service through assistance as an essential worker at County of Los Angeles WDACS Community Centers helping individuals and communities impacted by the COVID-19 pandemic

**Start Date:** September 8, 2020

**Work Schedule:** full-time, 4/40 schedule, 10 hours a day Monday, Tuesday, Thursday, and Friday

**Wage:** \$18/per hour

**Cities:** Lancaster, Gardena, East Los Angeles, Florence-Firestone, San Pedro, Santa Clarita, Watts- Willowbrook

#### JOB DUTIES:

- Emergency Food - Assists in scheduling appointments, setting up/breakdown of the distribution site with tables, chairs, canopy, loading/unloading of food box kits, setting up/breakdown of the parking lot with cones, signs and guiding the public to the appropriate spaces. Duties also include verifying contact information of the public as they pick up food, handing out informational brochures, keeping tallying on kits distributed and reporting to designated center staff.
- Reassurance calls - Calling community/seniors to connect with seniors and prevent social isolation, in addition offer additional services/programs available and to survey if there are any other unmet needs in the community.
- Arranging appointments for Emergency Food drive through appointments or document drop-off appointments for Utility Assistance and/or CalFresh.
- Toy Loan or senior activity kits which can include assembling kits, contacting families or seniors to inform of the distribution or delivery of the kits.
- and any other tasks/activities resulting from COVID-19
- Excellent in person customer service skills, desire to serve the community, bilingual not required but preferred

#### REQUIREMENTS:

- Impacted by the COVID-19 pandemic
- Furloughed or Laid-off as a result of COVID
- Los Angeles Residence
- Right to Work in United States

#### FOR MORE INFORMATION

##### CONTACT

#### Pomona Valley AJCC

264 E. Monterey Ave.

Pomona, CA 91767

Marisela Limon

(909) 326-4790

[mlimon@mcscareergroup.com](mailto:mlimon@mcscareergroup.com)



Workforce Development Aging and Community Services (WDACS) and the Los Angeles County America's Job Centers of California are equal opportunity employer/programs.

"Auxiliary aids and services are available upon request to individuals with disabilities.

**TTY Number (909) 865-2835**