

## Los Angeles Trade-Technical College Career Center | E5-413

(Visit the Career Center or email [Sec@lattc.edu](mailto:Sec@lattc.edu) to apply for posted positions)

### General Miscellaneous

#### Full Time

<b>Job Title:</b>	<b>Shipping-E-Commerce-Customer Service</b> (posted 4/1)	<b>Job Number: 5681</b>
<b>Hours/Days:</b>	Monday-Friday	<b>Salary: \$17/hr.</b>
<b>Approximate Location:</b>	Venice	
	<p><b>Skills Requirements:</b> Word, Excel, Outlook; computer skills; good communication skills; well versed on properly writing emails; ability to adapt/respond to different types of characters; Ability to organize, prioritize, and manage time effectively.</p> <p><b>Job Description:</b> Work in a small environment with a small team. There is a lot to learn. We are looking for a shipping, e-commerce and customer experience associate. We want someone who is excited about the product, has knowledge/understanding of women's clothing and has good computer skills. You will be doing day to day customer experience tasks, shipping website and wholesale orders, checking in and organizing product. You will be providing answers to customer questions and resolve any emerging problems that customers face. We are looking for someone who is excited to be a part of the team, likes the pieces we produce, and is excited to work at our company! We are looking for someone who is organized, enthusiastic, patient, and communicative. Someone who is excited to answer customer questions, has fashion knowledge, ships fast and accurately, and maintain high customer satisfaction.</p>	

<b>Job Title:</b>	<b>Counter Associate</b> (posted 3/28)	<b>Job Number: 5677</b>
<b>Hours/Days:</b>	Monday-Friday	<b>Salary: \$18/hr.</b>
<b>Approximate Location:</b>	North Hollywood	
	<p><b>Skills Requirements:</b> Knowledge of electrical products, friendly personality. Able to bend and lift up to 70 pounds.</p> <p><b>Job Description:</b> Assist customers at our counter. Pull orders, answer phones.</p>	

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<b>Job Title:</b>	<b>Class A Driver</b> (posted 3/28)	<b>Job Number: 5670</b>
<b>Hours/Days:</b>	Shift Varies	<b>Salary: \$24-\$26/hr.</b>
<b>Approximate Location:</b>	Wilmington	
	<p><b>Skills Requirements:</b> 1+ years' experience as semi-trailer truck operator; CDL License / Class A required; Doubles Endorsement; Capable of completing pre/post trip inspections on truck/trailer; Ability to lift hood on truck to complete inspection; High School diploma or equivalent experience.</p> <p><b>Job Description:</b> Completes Pre/Post inspections each shift; Records in/out time for each delivery at both origin and destination; Maintains records for each shift including inspections, recaps, etc.; Maintains all required certifications in line with DOT, OSHA and company policy; Maintain assigned trucks and related equipment in good operating condition; Good Communication skills in working with customers and shift supervisors; Able to work either day or night shift, usually 12-hour shifts.</p>	

<b>Job Title:</b>	<b>Firefighter/Paramedic</b> (posted 3/16)	<b>Job Number: 5644</b>
<b>Hours/Days:</b>	Shift Varies	<b>Salary: \$6,518.20-\$8,324.85/month</b>
<b>Approximate Location:</b>	Montebello	
	<p><b>Skills Requirements:</b> High school graduation or GED is desirable. Graduation from a State approved fire academy with Paramedic certification. One year of experience as a Paramedic with a private ambulance company or municipal fire department is highly desirable. Basic knowledge of methods and principles of fire suppression, fire investigation, fire prevention, emergency medical response and hazard material control. Ability to: Understand and act in accordance with local, state and Federal rules and regulations, Department policy, rules and regulations; learn a variety of firefighting, emergency service and rescue methods, duties and techniques; respond quickly to emergency situations and work in high stress and diverse working environments under pressure; assist with fire inspection and prevention activities; interpret, explain and apply fire codes and regulations; learn and perform special assignments as directed; understand and carry out oral and written directions; meet established standards of physical endurance and agility; effectively represent the fire service functions of the department with the public; communicate effectively orally and in writing. SPECIAL REQUIREMENTS- At time of appointment the successful candidate must have: A current and valid California State Class C driver's License; A signed Non-Tobacco Use Statement; Successfully passed all qualifying examinations, the City's pre-employment physical, and extensive background check; Must successfully obtain Los Angeles County paramedic accreditation.</p> <p><b>Job Description:</b> Responds to emergency and non-emergency calls for service; fire and emergency alarms; drives and operates vehicles; extends and connects fire hoses; holds water appliance and fittings directing water streams; raises and climbs ladders; uses chemical extinguishers and firefighting related hand, power tools, related tools and other equipment; ventilates burning buildings to deal with emergency situations</p>	

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and perform life-saving measures; removes persons from danger; administers first aid and/or emergency medical services to injured persons; performs clean-up and salvage operations; may be specially assigned to paramedic rescue squad duty, responding to a variety of calls requiring the performance of special rescue and emergency medical assistance; maintains oxygen breathing equipment, resuscitation equipment, and other rescue equipment; participates in demonstrations of accident prevention, rescue, and first aid; performs regular station and equipment maintenance work and keep them in a constant state of cleanliness and order; maintains, services and tests fire hydrants, reviews and receives training in Fire Department rules and regulations, fire hazards, firefighting techniques, and emergency service procedures; participates in training exercises; performs community fire-based education programs, fire inspection and life-safety prevention related work; may meet the public, making presentations to further Department public relations; may assume the duties of a Fire Engineer in an Engineer's absence or in a training capacity.

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### Part Time

<b>Job Title:</b>	<b>Prevention Specialist</b> (posted 3/3)	<b>Job Number: 5632</b>
<b>Hours/Days:</b>	Shift Varies	<b>Salary: \$15-\$17/hr.</b>
<b>Approximate Location:</b>	Los Angeles	
	<p><b>Skills Requirements:</b> Working knowledge of the effects of drug and alcohol abuse and substance abuse treatment programs and prevention methods and techniques. • Working knowledge of program development and evaluation. • Working knowledge of education methods and materials including teaching methods and curricula design. • Working knowledge of the basic community resources and organizations • Working knowledge of the principles and practices of community organization to enhance awareness and responsiveness to substance abuse prevention. • Prepare and present oral and written materials convincingly, clearly and logically • Evaluate curricula and other educational materials related to substance abuse prevention; • Operate audiovisual equipment • Communicate effectively in oral and written form. • Understand and carry out oral and written directions with minimal accountability controls. • Establish and maintain cooperative working relationships.</p> <p><b>Job Description:</b> Implement program activities to achieve program objectives; Develop resources to meet participant needs; Participate in collaborative meetings and committees to benefit school-aged youth. Submit written reports to Program Coordinator on substantive information presented at these meetings; Maintain working relations with community persons, agencies, and schools by distributing informational materials and explaining program goals; Travel to multiple sites to provide services to students, teachers, and community partners; Provide leadership in program's environmentally-based efforts by working closely with community stakeholders and participating in community mobilization/empowerment-focused work groups (e.g., Leimert Park Block Club, Baldwin Hills West area Empowerment Council, King/Zapata Empowerment Council, etc.); Assist students in accessing community services such as counseling, tutoring, mentoring, vocational training, and other services that may be to their benefit; Assist in facilitating afterschool-based services (leadership development, substance abuse prevention, homework assistance and tutorial workshops). Complete all associated reports for the after school program; Facilitate self-esteem/self-development workshops to 4th thru 8th grade classrooms on elementary and middle school campuses.</p>	

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<b>Job Title:</b>	<b>Driver</b> (posted 3/25)	<b>Job Number: 5662</b>
<b>Hours/Days:</b>	Friday	<b>Salary: \$20/hr.</b>
<b>Approximate Location:</b>	LA County	
	<p><b>Skills Requirements:</b> Valid driver's license and clean driving record; Friendly/professional communication skills.</p> <p><b>Job Description:</b> We are a growing consumer goods brand and are hiring drivers for our weekly Friday delivery program in Los Angeles. Routes range from approximately 8-10 hours and the rate is \$20 per hour. Drivers will primarily deliver community-supported agriculture (CSA) boxes to customers, along with flowers and kitchen and bath goods. We will provide cargo vans and reimburse for van fuel. This is a 1099 Independent Contractor position with opportunity to grow with the company. We are looking for reliable drivers with a good attitude and respectful/professional communication skills. You will need a working smartphone, a valid driver's license, and proof of vaccination. We'll provide you with a branded t-shirt and expect you to present a clean, neat and professional appearance when delivering. If you are interested, please reply to this posting with a photo of yourself and tell us why you would be a good fit!</p>	

<b>Job Title:</b>	<b>Swimming Coach Assistant</b> (reposted 3/28)	<b>Job Number: 5540</b>
<b>Hours/Days:</b>	Mon/Tues/Thurs-Sat	<b>Salary: \$16.50/hr.</b>
<b>Approximate Location:</b>	Monterey Park	
	<p><b>Skills Requirements:</b> Need to know basic swim strokes; Be able to quickly learn techniques from the head coach; Must have a winning personality.</p> <p><b>Job Description:</b> We are looking for an enthusiastic individual to teach ages three to adult beginning swimming in the indoor heated pool. Private one-hour group lessons. This is a year-round work opportunity. Salary increases with experience and demonstration of ability.</p>	

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#### Full/Part Time

<b>Job Title:</b>	<b>Customer Service Representative</b> (posted 3/28)	<b>Job Number: 5677</b>
<b>Hours/Days:</b>	Monday-Friday	<b>Salary: \$15-\$18/hr.</b>
<b>Approximate Location:</b>	Los Angeles	
	<p><b>Skills Requirements:</b> Proven customer support experience or experience as a client service representative; Track record of over-achieving quota; Strong phone contact handling skills and active listening; Customer orientation and ability to adapt/respond to different types of characters; Excellent communication and presentation skills; Ability to multi-task, prioritize, and manage time effectively.</p> <p><b>Job Description:</b> A customer service representative, or CSR, will act as a liaison, provide product/services information and resolve any emerging problems that our customer accounts might face with accuracy and efficiency. Problem-solving comes naturally to customer care specialists. They are confident at troubleshooting and investigate if they don't have enough information to resolve customer complaints. The target is to ensure excellent service standards, respond efficiently to customer inquiries and maintain high customer satisfaction.</p>	

<b>Job Title:</b>	<b>Housekeeper</b> (posted 3/25)	<b>Job Number: 5668</b>
<b>Hours/Days:</b>	Shift Varies	<b>Salary: \$15/hr.</b>
<b>Approximate Location:</b>	Los Angeles	
	<p><b>Skills Requirements:</b> A high school diploma or equivalent is preferred; Ability to follow oral and written instructions; Must be able to speak, read and write English to communicate effectively with others; Ability to cooperate with co-workers, residents, and facility staff; Willingness to perform routine, repetitive tasks on a continuous basis; After the training period is completed, must be able to accomplish all responsibilities without supervision and do so without injury to oneself or other individuals; Must be able to fully understand and complete all in-services; Must be able to be at work as schedule on time; Compliance with COVID-19 Vaccination Policies, as required by State, Local, and/or Customers. Additional Requirements: Must be able to lift/carry a maximum of 50 pounds, push/pull a maximum of 50 pounds, stand, sit, bend and walk for extended periods of time; Must be able to work around food and cleaning products; Must live in service area. No relocation costs.</p> <p><b>Job Description:</b> Utilizes protective gear in all appropriate functions; Performs housekeeping and cleaning activities within well established guidelines and assigned areas and shift(s) to ensure that quality standards, safety guidelines and customer service expectations are met; The light housekeeper is responsible for satisfactory and timely completion of assigned cleaning area according to schedule; Reports equipment/cleaning product needs and or malfunctions to supervisor in a timely fashion; The light housekeeper performs a variety of tasks, such as dust mopping and damp mopping floors in all areas including entry ways, corridors, etc. Is responsible for the safe and proper mixing and use of cleaning solutions and adheres to all safety precautions; Cleans and sanitizes bathrooms including sinks, tubs, floors and</p>	

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	<p>commodes; Is responsible for the daily cleaning and sanitizing of patient room furniture, as well as sitting room and dining room furniture; Removes and disposes of trash and relieves laundry staff as needed, and performs all other related duties as assigned; Represents HCSG in a positive manner; is able to follow oral instructions, is pleasant, tactful and courteous and cooperative with supervisor, co-workers and client staff; Interacts appropriately with residents, client, other personnel, supervisor and the public; Responds to customer preferences, complies with industry and federal and state guidelines, and meets the needs of residents; Must respond to the paging system in a timely and appropriate manner; Follows infection control and universal precautions policies and procedures to ensure that a sanitary environment is maintained at all times; Follow proper reporting, isolation and handwashing procedures/techniques; The light housekeeper consistently embodies the characteristics necessary to drive the Company's Purpose, Vision, Values, and DNA.</p>

<b>Job Title:</b>	Maintenance Manager (posted 3/25)	<b>Job Number: 5665</b>
<b>Hours/Days:</b>	Wednesday-Sunday	<b>Salary:</b> Negotiable
<b>Approximate Location:</b>	Long Beach	
	<p><b>Skills Requirements:</b> Experience providing custodial and maintenance services in an older building; General "handyman" skills; Ability to effectively communicate and work well with people; Comfort working for a religious institution.</p> <p><b>Job Description:</b> 1) Provide routine daily and weekly maintenance and custodial services: Water lawns/plants; Weekly yard and parking lot cleaning (including picking up trash); Maintain, organize, and give order of maintenance supplies needed to office; Wash and put away dishes used at Friday night and Saturday morning religious services; Make repairs as needed, if able; if not, report to office and Properties VP; Wax floors 2-3 times a year; Clean chandeliers 2 times a year; Weekly order, check, and maintain of linens; Ensure that trash and recycling bins are taken out and brought in in accordance with the trash and recycling scheduled; Locking/unlocking of gates and doors as needed; Assistance with set up and other preparations for religious school; Other duties as assigned. 2) Special responsibilities for Friday night and Saturday morning religious services (and selected religious holidays throughout the year): Be present prior to services and lock up synagogue after all have departed (turn off lights, lock doors, set alarm); Setup chairs and tables for Friday and Saturday and cover with white linens; Wash and put away dishes that are used; Regulate heat/AC as needed; Put away leftover food, as applicable; Prepare hot water for coffee/tea. 3) Other Responsibilities: Assist with coordination of special events, including set up and clean up; Set up for classes or programs as required; Run errands, as necessary; Coordinate with vendors, repair people working at the synagogue; Other duties as assigned.</p>	