

**City of Los Angeles**  
**Los Angeles Convention Center Department**  
**Materials Management Division**

**PART-TIME WAREHOUSE & TOOLROOM WORKER (1832-1)**

**HOURS:**

As needed basis, not to exceed 1040 hours per calendar year. The work schedule will vary during the week with no minimum guarantee of hours per week.

**DUTIES:**

1. Performs manual and clerical work in ordering, receiving, storing, issuing, and accounting for materials, supplies, automotive parts, tools, and equipment.
2. Lifts boxes weighing up to 75–100 lbs., loads and unloads trucks, packages material, and makes deliveries.
3. Operates loading equipment such as forklifts.
4. Performs minor repairs, maintenance and assembly on tools, equipment, and materials.
5. Reports to the Storekeeper and takes direction from full-time Warehouse and Toolroom workers.

**POSITION REQUIREMENTS:**

1. Prefer candidates with experience similar to the position duties, good verbal communication ability, and some computer experience.
2. A *valid* California Driver's License is required prior to appointment and must be maintained during the term of employment.
3. Proof of identity and a legal right to work in the United States is required prior to appointment.
4. All appointments are subject to a medical examination administered by a City of L.A. Physician and a background check.
5. Must be at least 18 years of age.