



## **EXHIBIT A SCOPE OF WORK**

### **LINCOLN TRAINING CENTER INTERNSHIP AGREEMENT**

Lincoln Training Center (LTC) hereby agrees to furnish the service to **City of Commerce** in accordance with the provisions on this form. **City of Commerce** hereby agrees to the terms as set forth herein. Termination of this service agreement must be made in writing, and can be made by either party at any time.

- I. Name:** City of Commerce  
**Address:** 2535 Commerce Way  
Commerce, CA 90040
- Contact Person:** Ela Pappo, Director of Human Resources  
(323) 722-4805, Ext 2814
- II. Contract Administrator:** Casey Richards, Dir. Community Services  
(626) 636-2553
- III. Contract Period:** July 3, 2019-August 31, 2019
- IV. Schedule:** M-F 8:00 a.m.-1:00 p.m.
- VI. Location:** Senior Center
- VII. Description of Work:** Assist with packaging the Meals on Wheels lunches  
Assist in serving the senior congregate meals  
Assist with cleaning the dining room before and after lunch  
Assist with set ups/breakdowns for classes  
Assist with answering the phones and helping clients/patrons with general information
- Other duties as agreed upon by the City of Commerce and Lincoln Training Center
- VIII. Pay/Compensation/Insurance:** Lincoln Training Center will be the Employer on Record and will be responsible for paying payroll and mandated employers costs and providing worker's compensation coverage to the Intern/Job Coach staff during the term of the contract

#### **Conditions of the Agreement:**

- The purpose of the internship is for the Intern to gain vocational skills and work experience.
- The Intern will not replace or displace any employee of the Company.
- The Intern and Job Coach will follow the policies, rules, and regulations of the Company site and comply with the Company's business practices and procedures.