

# Parking Lot Attendant Job Description

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## Duties and Responsibilities:

- Park vehicles in open spots and carry out [valet duties](#)
- Park/deliver vehicles and take tickets from waiting customers
- Park as much vehicles as possible in a given space by manipulating vehicles
- Receive fees from customers who park in the garage
- Lift up signs advertising fees for parking lot
- Get tow trucks for someone who parked their vehicles illegally
- Give out tags to customers to display on their windshields
- Ensure cleanliness of parking lot and that debris is removed
- Apply lights and hand signal to guide patrons driving into open spots
- Carry out vehicular checks to spot possible damage
- Ensure proper functioning of cameras to capture possible accidents
- Mount barricades at spots where parking is restricted and remove when parking is allowed
- Greet and open doors for customers
- Give out change to customers who pay fee to park
- Assist customers in locating their vehicles
- Settle disputes between customers concerning parking lot
- If necessary, escort customers to where their vehicles are parked
- On customer request, call for tow trucks or cabs
- Give green-light to motorists entering the garage after identification has been checked
- Assist customers in filling and changing of flat tires, replacing batteries, and performing minor maintenance work on their vehicles
- Assist patrons to safely exit parking garage
- Give directions to customers on the nearest destinations or highway
- Assist patrons in getting their vehicles started if necessary.

## **Parking Lot Attendant Requirements – Skills, Knowledge, and Abilities**

- Strong ability to read and interpret operating and maintenance instruction, procedure manuals, safety rules, and other related documents
- Strong ability to speak clearly and concisely that everyone could understand
- Ability to easily and willingly adapt to competing or shifting priorities
- Strong ability to remain focused against distractions or interruptions, or during crisis situations
- Strong ability to stay calm and reasonable during stressful or intense situations
- Ability to adhere to acceptable rules, procedures, and guidelines when performing duties
- Good interpersonal, communication, and customer service skills
- Ability to successfully complete all relevant models/training courses
- Ability to perform physically demanding tasks, including carrying moderately heavy loads, squatting, bending, pushing, and pulling
- Ability to maintain high standard of productivity and efficiency while standing.