

Valet Parking Attendant Job Description

Duties and Responsibilities:

- Open door for guests and visitors and assist them to enter or leave property
- Monitor commercial and personal vehicle traffic such as guest vehicles, limousine, buses, and taxi cabs and give direction to them on property to ensure proper parking of vehicles so as to achieve efficient flow of traffic
- Provide information and directions to guests concerning local area of interest and activities, services, property amenities, and hour of operation
- Ensure parking areas/levels are secure, safe, and clean always, and immediately give report of any observed security problems, unauthorized personnel, or safety/vehicle hazards to the supervisor or manager
- Keep vehicles and vehicle keys secure and safe
- Ensure parking procedures are properly communicated to visitors and guests
- Adhere to all company procedures and policies
- Report all cases of injuries, unsafe work conditions, and accidents to the manager
- Take and complete trainings and certifications in safety
- Protect company assets and ensure proprietary information are kept confidential
- Follow company standard procedure in welcoming and acknowledging all guests and visitors
- Be expectant of guest needs and meet them promptly
- Provide assistance to people with disability
- Thank and show genuine appreciation to guests when necessary
- Employ professional language in communicating with colleagues, guests, and visitors

- Employ appropriate etiquette in answering telephone calls
- Ensure cordial working relationships with other people
- Work effectively and support team to achieve set goals
- Follow company quality assurance standards and expectations in delivering of service
- Walk, sit, or stand for long period of time throughout the work shift
- Push, carry, lift, place, and move items weighing up to 10 pounds by self
- Perform other duties as may be assigned by the supervisor.

Valet Parking Attendant Requirements – Skills, Knowledge, and Abilities

- Strong ability to communicate in standard English language; read and understand short memos and correspondence, and simple instructions; and to write simple correspondence
- Strong ability to give information to clients, guests, and colleagues in small group setting or one-on-one
- Ability to apply units of American currency in performing simple additions and subtraction, as well as multiplications and divisions
- Knowledge of 24 hour and military time systems and rates applicable to time passed
- Possess any of high school diploma or GED; related work experience of one to three months; or a combination of work experience and education
- Strong ability to operate a manual transmission
- Strong ability to carry out parallel parking
- Possess clean driving record and a valid driver license
- Ability to pass drug screening and criminal background check; and must be at least 21 years old for insurance purposes
- Possess certificate of completing training in Wheelchair Safety provided by the Sovereign Services
- Strong ability to perform physical activities such as standing, sitting, walking, climbing stairs, crawling, and handling objects, tools, or control, etc. over extended period of time

- Must possess strong vision, e.g. color vision, distance vision, close vision, depth vision, and peripheral vision, and ability to adjust focus
- Strong ability to lift and/or move weight of up to 50 pounds frequently, and occasionally up to 75 pounds
- Ability to frequently pull and push on wheelchair of 100 to 350 pounds over long distances
- Ability to work extended hours and flexible schedules
- Pre-employment tests: major employers may require you to take certain [assessment tests](#) to be qualified for this position.