

VALET PARKING ATTENDANT

Job Summary

Our business is valet parking and our role, as employees of Prestige Valet & Parking, is to make our customers/clients feel welcome and secure while they are parking with us, knowing we are taking care of them and their vehicles.

Our jobs depend completely on them and their satisfaction. How we treat customers in every contact we have with them defines our success. The warmth of your welcome, the sincerity of your smile, and the graciousness of your greeting, along with your carefully handling the customer's vehicle, will make the difference and win loyalty.

Our success depends on your hospitality. Your challenge, then, is to deliver exceptional service by anticipating customers' needs, by paying attention to detail, and by exceeding every customer's expectation of first-class, quality service

Remember, you will never get a second chance to make a good first impression!!!

Qualifications

- **Must provide a DMV printout upon interview to show proof of having a three-year citation-free driving history.**
- Must be at least 19 years old
- Must be able to pass a drug test
- Must have a criminal free background
- Must have a valid driver's license
- Must have proof of insurance
- Must have a high school education or the equivalent.
- Must be insurable by our insurance company
- Must be able to back a vehicle into a parking spot without incident
- Must be willing to wear a uniform and follow appropriate grooming standards
- Must have great customer service skills- must be outgoing and talkative
- Must have reliable transportation

Reasoning Ability

- Must be able to convey information and ideas clearly, must work well in stressful, high pressure situation and must be effective in handling problems in the workplace, including anticipating, preventing, identifying and solving problems as necessary.
- Must also be effective at listening to, understanding and clarifying any issues.

Physical Demands

- Must be able to exert up to 50 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Must have the ability to stand during entire shift.
- Must have the ability to climb, stoop, kneel or crouch.
- Must be able to walk fast or jog/run for short periods of time.
- Must be able to reach, grab, hold and carry items and raise objects from a lower to higher position or moving objects horizontally from position-to-position
- Must have good distance vision, peripheral vision and depth perceptions.
- Must be able to clearly read, speak, and understand the English language and to be able to communicate with people accurately, loudly, or quickly.
- Must be able to work outdoors in all types of weather.
- Must be able to work with and interact with all types of people

Language skills

- Must be able to speak clearly, the ability to read and comprehend simple instructions, short correspondence, and memos. Have the ability to write simple correspondence and have the ability to effectively present information in one-on-one and small group situations.

Mathematical Skills

- Must be able to do basic math without the use of a calculator

Job Description

- Greeting all guest/clients upon arrival in an attentive, courteous and efficient manner, while opening doors, explaining valet procedures and asking guests if they need help with retrieving any items from the vehicle. (Wheelchairs/walkers)
- Driving vehicle to a specific spot in valet parking lot, securing and noting the area the vehicle is parked on valet tag and log; returning the tag and keys to valet key booth.
- Driving vehicle to and from parked area, securing the vehicle and noting specific information on the ticket as well as taking photographs of any damages.
- Following proper safe driving procedures and safety protocol.
- Must be able to drive a variety of different types of vehicles (manual/standard a plus)
- Understanding and actively participating in Environmental, health & safety responsibilities by following established Prestige Valet & Parking policies, procedures, training and team member involvement activities.
- Assist guests/clients with directions and information in and out of the facility
- Retrieve tickets from ticket writer or waiting client to retrieve vehicle.

- Help ticket writing or issuing valet tickets and explaining the procedures to clients
- Position or remove barricade to prevent parking or allow access to parking
- Help clients locate their vehicles when needed.
- Manage valet and key podium
- Protect cars/vehicles
- Performing other duties as assigned.

Position Type and Expected Hours of work

This is both a full and part-time job opportunity. Days are Monday- Friday, no weekends or holidays. Hours are 7:00am to 7:00pm. Shifts will vary.

Compensation

Starting hourly wage is \$7.25 plus tips.

Travel

There is no travel required for this position.

Offers of employment are contingent on the successful completion of a background investigation, clean motor vehicle report and drug test.

The above duties are intended to describe the general nature of work performed by an employee in this position. These responsibilities and skills are not to be considered as an all-inclusive list of the duties, knowledge, skills, abilities and other characteristics of an employee in this position. We reserve the right to amend our requirements without notice.

NOTE: *While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles from vehicle exhaust and outside weather conditions. The noise level in the work environment is usually moderate.*

Equal Employment Opportunity (EEO)

Prestige Valet & Parking provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Prestige Valet & Parking complies with applicable state and local laws governing nondiscrimination in employment.

This employer participates in E-Verify.

M/F/Disability/Veteran