

Valet Parking Attendant

Job Description

- Provide exceptional service to all guests and general public by assisting them in a friendly, efficient, courteous and professional manner.
- Provide valet parking services to safely and efficiently park and retrieve guest automobiles to a designated parking location, securing and noting the space the vehicle is parked on valet tag, returning the tag and keys to valet key booth; while following Company policies and procedures.
- Follow proper safe driving procedures and safety protocol.
- This function may include assisting with loading and unloading of luggage, providing information in regard to the hotel's facilities and events, and directions to local attractions.
- Perform other duties as assigned.

Requirements

Knowledge, skill and/or ability essential to successfully perform the role of Valet Parking Attendant

- Required to wear and uphold uniform/appearance standards at all times
- Work schedules will include some evenings and weekends.
- Must have a valid driver's license
- Requires ability to take written and verbal direction in English and speak English clearly.
- Consistent attendance is a job requirement
- High school diploma or GED required
- Drive vehicles with both standard and automatic transmissions

Physical demands essential to successfully perform the role of Valet Parking Attendant

- Regularly (2/3 of the time or more) run and/or stand for prolonged periods; talk; hear audible alarms, voice commands with background noise; use hands and fingers to grip, pinch, handle or feel objects, tools or controls; use close and distance vision with or without corrective lens; peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point); depth perception (vision, ability to judge distances and spatial relationships); adjust focus (ability to adjust the eye to bring an object into sharp focus while in changing light conditions e.g., sunshine to indoor or dark conditions); work in varied light conditions including low or diminished lighting; maintain alertness and attentiveness up to 4 hours while working varying hours; maintain concentration/focus (e.g., ability to interpret the work environment and make decisions on predetermined operating policies and procedure).
- Frequently (1/3 to 2/3 of the time) work in small or tight spaces.
- Occasionally (1/3 of the time or less) stoop, kneel, crouch or crawl; reach, pull, push with hands and arms above/below head; use repeating motions more than twice per minute; lift and or push up to 50 pounds.

Work environment individuals encounter when performing essential functions of a Valet Parking Attendant

- Regularly (2/3 of the time or more) work in outdoor weather conditions to include direct sunlight, rain, snow, heat or cold.

Employee Signature

Date

Manager Signature

Date