

# **Valet Attendants**

## **Job Description**

Job Title: **Valet Attendants**  
Location: **Various**  
Reports To: **Area Lead**  
Completed By: **Operations Manager**

### **SUMMARY**

Responsible for the parking and pulling of vehicles in an orderly and efficient manner. This position required attention to quality customer services and the use of responsible driving habits

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Greet customers upon arrival to location
- Review incoming vehicles for preexisting damage
- Assist customers from vehicles
- Provide customers retrieval tickets for vehicle
- Efficiently park customer vehicles
- Properly code vehicles location on tickets
- Place customer keys in appropriate location at podium
- Retrieve customers vehicles upon leaving location
- Ensure driving at a safe rate of speed while in the possession of a customers automobile
- Always maintain and professional team environment
- Maintain a positive work atmosphere
- Maintain a positive body language
- Responsible for knowing the staff, managers and the general manager of the account
- Responsible for general account knowledge to help provide information for first time customers
- Reflect proactive customer contact
- Maintain cleanliness of parking lots

### **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); or related experience and/or training; or equivalent combination of education and experience. Must possess good customer relation skills. Must attend a training class provided by LSV on how to deal with lost keys, lost tickets, claims and intoxicated customers.

### **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to speak fluent English.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a valid Texas driver's license. Must have a clean driving record.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to

- Long periods of standing on feet
- Ability to run considerable short and long distances

- Assist customers in and out of their automobiles
- Continual bending getting in and out of the customer automobile

**WORK ENVIRONMENT and ENVIRONMENTAL CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Employee may have exposure to elements including rain and/or harsh temperatures.

\_\_\_\_\_  
**Employee Name**                      **Employee Signature**                      \_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Name**                      **Supervisor Signature**                      \_\_\_\_\_  
**Date**