



VALET/PARKING ATTENDANT JOB DESCRIPTION

Job purpose of Valet Attendant is responsible for providing a positive first and last impression to guests when they arrive and leave the hotel. Valet Drivers must have strong analytical and navigational skills with the ability to coordinate multiple pick-ups and drop-offs on a schedule under continuously changing circumstances. A valid driver's license and acceptable driving record is required.

Job Duties and Responsibilities:

- Provide claim check and instructs guests on how to reclaim vehicle.
- Park guest vehicles in specified areas in a safe and efficient manner.
- Retrieve customer vehicles from specified areas in a safe and efficient manner.
- Provide travel directions and information on property events and promotions.
- Obeys all traffic laws on and off property.
- Promote the courteous treatment of customers and resolving guest service issues. Ensuring you are ready to go at all times to guarantee customer has minimal wait time.
- Provide especially timely & knowledgeable service; and then some! Always find solutions to guests' problems.
- Greet arriving and departing guests. Opens passenger door(s) and offers assistance, if appropriate.
- Responsible to assist hotel guests with their luggage **(Lifting requirement: up to 40lbs.)**
- Required to be in company issued uniform at all times, including name tag, to ensure guests can identify you.
- Driving guests to designated locations.
- Must have possession of a radio at all times, when on duty.
- No cell phone usage is permitted while on shift. Please keep in the locker room or in your vehicle.
- Assist with front desk operations.

Maintaining vehicle cleanliness: Keep the company vehicle(s) in good running order, full of gasoline and as clean as possible, both inside and out.

As time permits, responsible for watching the entire property, to include the lower Main parking lot and picking up garbage, etc. During slow times, assist with keeping building neat and clean, both inside and out.

OUR BUSINESS IS HOSPITALITY

Our business existence is dependent on how well we meet our responsibilities. Your first responsibility is to our guests. We must appeal to a broad spectrum of consumers and provide our services in a professional manner to satisfy the customer's needs

I am able to comply with the job description above and fulfill these requirements

Signature _____

Date _____

While this is intended to be a representative reflection of the current job description, management reserves the right to revise the job or require that other tasks be performed at any time

Apply: send resume to Patti Hall at patti@mineralpalace.com