

## VALET PARKING ATTENDANT

Spec. Code:  
Occ. Area:  
Work Area:  
Prom. Lines:  
Prob. Period: 6 mo.  
Effective Date: ??/?/13  
Last Action: New

### Function of Job

Performs valet parking services to safely and efficiently move guests' vehicles to a designated parking location causing no damage to the vehicles while following departmental policies, rules, and procedures. Works under direct supervision of a designated supervisor.

### Characteristic Duties and Responsibilities

1. Issues parking stubs, or places numbered tags in vehicle or on vehicle's windshields, provides guests with tags for locating parked vehicles. Drives vehicles to designated valet parking locations, parks, secures and notes the space of the vehicle, logs, returns the tag and keys to the valet key podium/booth.
2. Alerts security staff and/or supervisor of any potential hazardous situations.
3. Inspects vehicles in order to detect any damage alerting the supervisor and guests of any and all damages to the vehicle as well as any other relevant information.
4. Greets all guests, opens the vehicle doors (explains valet procedures and hours of operation), tag keys, and, answers any questions a guest may have of about the destination or directions.
5. Operates many different kinds and sizes of vehicles with both standard and manual transmissions.
6. Takes numbered tags from guests and locates vehicles. Upon retrieval/delivery of a vehicle or before providing guests with instructions for locating vehicles, secures vehicle until confirmation of payment for service.
7. Places appropriate signage in areas for valet service and retrieves the signs for storage, performs access control duties.
8. Maintains a clean, safe, and professional work and parking area, ensures that the space usage is maximized.
9. Directs guests to parking areas or parking spaces, provides other general directions to motorists/guests.
10. Lifts, positions, and removes barricades in order to open or close parking areas.
11. Performs other related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Must be 21 years of age at time of appointment
2. Possession of a **valid** State of Illinois driver's license with no license suspension or revocation within the prior five (5) years (60 months) at time of appointment, the class of the license depending on the type of the vehicle(s) to be operated.

## KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

1. Knowledge of safe driving procedures
2. Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
3. Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
4. Ability to perform general physical activities required by the job, which include but are not limited to, the following: lifting, reaching, climbing stairs and ladders, carrying heavy loads, normal hearing, sight, and speaking abilities, hand-eye coordination, grasping, bending, writing, walk
5. Ability to follow written and verbal instructions
6. Active Listening – Giving full attention to what other people are saying, taking time to understand the points.
7. Oral Expression – The ability to communicate information, ideas, rules, and procedures in speaking so others will understand.
8. Oral Comprehension – The ability to listen to and understand information and ideas presented through spoken words and sentences.
9. Speech Clarity — The ability to speak clearly so others can understand you.
10. Speech Recognition — The ability to identify and understand the speech of another person.
11. Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
12. Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
13. Equipment Selection – The ability to determine the kind of tools and equipment needed to do a job.

14. Ability to use motorized, electrical, and hand-operated moving equipment safely
15. Multilimb Coordination – The ability to coordinate two or more limbs (for example two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
16. Control Precision – The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
17. Manual Dexterity – The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
18. Ability to safely perform work requiring physical exertion in varied weather conditions.
19. Near Vision – The ability to see details at close range (clear vision at 20 inches or less).
20. Far Vision — The ability to see details at a distance (20 feet or more).
21. Color Vision –The ability to identify and distinguish colors
22. Depth Perception – Three-dimensional vision, ability to judge distances and spatial relationships; the ability to judge which of several objects is closer or farther away from you or to judge the distance between you and an object.
23. Ability to learn the buildings, travel routes, and physical layout of the institution