

Job Description – Valet

Job Title: Valet
Last Updated: January 14, 2020
Status & Salary: Non-Exempt, Hourly.

Responsibilities

- Greet guests of the establishment.
- Assist with unloading guests' luggage.
- Park cars safely.
- Retrieve cars for guests in a timely manner.
- Ensure that parked cars are locked and that keys are stored safely or returned to the owner.

Knowledge, Skills & Abilities

- Neat appearance and upkeep of uniform.
- Excellent customer service skills.
- Exceptional interpersonal skills which positively benefit interaction with internal and external clientele.
- Ability to exercise good judgment and self-control.
- Good comprehension and communication skills, with the ability to listen to and understand information and ideas presented through verbal communication.
- Enthusiasm, good attitude, trustworthiness, personal integrity, and honesty.
- Must be detail oriented, able to plan, prioritize, and meet deadlines in a fast-paced environment.
- Demonstrated ability to operate safely in the workplace
- Ability to work autonomously and understand when a superior should be involved in decision making.
- Reliable, including good time-keeping skills on the job.

Qualifications

- A valid driver's license.
- No prior traffic offenses.
- High school diploma or educational equivalent.
- Access to reliable transportation.
- Able to understand and communicate well in English
- Ability to successfully pass a background check and other pre-employment screening (as applicable for your role)

EMPLOYEE ACKNOWLEDGMENT

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Signed