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# Example of Bell / Valet Job Description

Our innovative and growing company is searching for experienced candidates for the position of bell / valet. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for bell / valet

* Maintains a neat and orderly station
* Provides for safe operation of shuttle and guest vehicles by participating in a random drug and alcohol testing program, understanding the basic operation of most vehicles
* Maintains a constant flow of guests & vehicles
* Adheres to guidelines provided by supervisor
* Maintains a professional image and manner by wearing the provided uniform, speaking to guests with a positive attitude and pleasant demeanor
* This position has some responsibility for assisting, instructing, directing or checking the work of others
* Able to work on a 24/7 rotating roster
* Personal pride and attention to detail are essential
* Knowledge of the hotel’s fire system and procedures in the event of an emergency
* Greet guests and owners arriving and departing from the hotel, open the doors, park guests' cars, totes luggage and guest personal belongings to and from their rooms

## Qualifications for bell / valet

* Ability to drive a manual automatic
* Must be highly responsible, calm, reliable and able to work well under pressure in a fast paced, exciting environment
* Ability to work cohesively as part of a team, and inspire excellence
* Must have physical stamina to lift moderate to heavy amounts of weight
* Minimum of one year guest service or bell/valet experience in a property of similar size and quality preferred
* Must have 2 satisafactory references