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# Example of Bell / Valet Job Description

Our growing company is looking to fill the role of bell / valet. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for bell / valet

* Must drive a stick shift
* Leads the parking services for guests and homeowner vehicles by ensuring that all Bell Valet Staff are following policies and procedures as established for the safe storage of vehicles
* Provides transportation for guests of Allegheny Springs by driving the company's vehicle as provided by the resort's Lodging Division
* Assists all personnel by answering phones and being accessible to the guests
* Follow and implements a checklist of daily procedures by logging all necessary information, closing and locking all doors on list at times assigned, maintaining accurate records of location of vehicles and all other duties as assigned by manager
* Maintains the company's vehicles by performing pre-trip inspections, logging all defects, arranging for repairs, maintaining the cleanliness and all of the safety equipment of the vehicles
* Provides for safe operation of company's vehicles by participating in random drug and alcohol testing program, understanding basic operation of most vehicles
* Leads and maintains a professional image and manner of staff and self by wearing the provided uniform, maintaining a neat and guest oriented appearance, speaking to guests with a positive attitude and pleasant demeanor
* Increases guest satisfaction by listening to and speaking with the guest regarding their issues and concerns
* Leads and contributes to the team effort by accomplishing related tasks as needed

## Qualifications for bell / valet

* Operating a vehicle is an essential function of this position- Must meet SSRC minimum driving standards and have current Driver’s license
* Must have at least one year of customer service employment experience
* Must drive manual transmission vehicles
* Lift, push and carry up to 75 lbs on a frequent basis
* Communicate in English both written and spoken
* Previous bell staff or valet employment experience required