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# Example of Service Attendant Job Description

Our company is searching for experienced candidates for the position of service attendant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for service attendant

* Respond to customer requests and reports maintenance problems
* Assists guests promptly and courteously in Valet check-in and checkout
* RUNS (never walks!) for all pick-ups from the Valet lot (weather conditions permitting), in accordance with established safety guidelines
* Parks vehicles in designated areas of the property, then accurately records the location of the vehicle onto a Valet receipt, which is attached to the appropriate keys and stored in the Valet office until the guest is ready to leave the property
* Effectively communicates with the Lead Valet Service Attendant
* Promptly clears valet drop-off area of cars to be parked
* Presents a clean, neat and well-groomed appearance, wearing only the designated Valet uniform while on the job
* Escort the guest and transport their luggage to and from the guest vehicle
* Works in rotation with all assigned Valet Service Attendants at all assigned posted during shift
* Maintains a working knowledge of company facilities, special events on property, in order to advise guests and fellow Associates of same, whenever possible

## Qualifications for service attendant

* Must be able to perform essential functions of the job with or without accommodation
* Work extended work hours as required
* Operate vacuum cleaners, mops, brooms, and miscellaneous cleaning equipment
* Apart from religious obligation, must be available to work from Monday-Friday and some Saturday's
* Must be able to lift 70 pounds, have good communication and guest relation skills and ability to follow directions
* Must be proactive by anticipating needs and taking initiative to provide assistance