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# Example of Valet Attendant Job Description

Our company is growing rapidly and is looking for a valet attendant. 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 valet attendant

* Provide each customer with a valet ticket and provide retrieval process
* Park and retrieve cars like a champ
* Reliable and punctual attendance is paramount to this position
* Responsible for safe parking and retrieval of vehicles
* Take receipt tags from customers, locate their cars and drive them to the waiting areas
* Ascertain that keys and remotes are returned as soon as the car is handed over
* Assist customers in jump starting vehicles that may have died and call for cabs or tow trucks when requested
* Provide support in changing tires and replacing batteries of cars that have malfunctioned in the parking lot
* Track record of safely driving cars to available parking spaces and ensuring their safety until the owners return
* Skilled in driving and maneuvering different types of cars including manual and auto transmission ones

## Qualifications for valet attendant

* Parking and/or hospitality industry experience is preferred but not required
* Hospitality experience is preferred but not required
* Reliable transportation to and from job site(s) is required
* Able to drive a standard transmission vehicle is required
* Must have at least 1-2 years previous customer service experience
* Must be able to run for extended periods of time (to get guest cars from the parking lot)