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# Example of Valet Driver Job Description

Our company is looking to fill the role of valet driver. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for valet driver

* Ensure guest comfort and safety at all times
* Deliver all guest cottage laundry, messages, amenities and other items in a timely manner
* Responsible for keeping the front service areas neat and clean, and sweeping the front walk of debris
* Remain posted at designated areas in view of arriving and departing guests, ready to assist as needed
* Assist with driving, loading and unloading transportation vehicles as directed
* Use of key logging tags, golf club tags, log books and forms
* Use of vans, sedans, valet gate openers, pass keys and airport parking passes
* Greeting arriving and departing guests and offering door assistance if appropriate
* Assisting customers in and out of vehicle as needed
* Providing wheelchair assistance as needed

## Qualifications for valet driver

* Experience in proper lifting methods and use of wheelchairs, walkers, , preferred
* Possession of a valid Wisconsin driver's license necessary for courtesy van responsibilities, without excessive moving violations in the previous 24 months
* 1 year of customer service experience desired
* Must be able to operate independently and use good judgement
* Ability to operate vehicles with both manual and automatic transmissions operate a diesel vehicle
* Must possess a valid WI driver license with clean driving record