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# Example of Valet Parking Attendant Job Description

Our company is growing rapidly and is looking to fill the role of valet parking 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 parking attendant

* Presents a clean, neat and well-groomed appearance
* Maintains a working knowledge of the facilities, special events on property, in order to advise guests and fellow employees of same, whenever possible
* Contact appropriate supervisor on guest related complaints
* Assists employees within the Transportation department as needed
* Provides exceptional service to guests and employees that differentiates us from the competition
* Drives car to hotel or local garage, adhering to all traffic regulations, and speed limits, using caution not to damage the vehicle and other vehicles in the vicinity
* To represent the hotel at the main entrance by greeting arriving and departing guests enthusiastically
* Transports guest vehicles in a prompt and courteous manner to and from the parking structure using safe driving practices
* Directs traffic at the main entrances to ensure the drive is accessible at all times
* Provides luggage assistance

## Qualifications for valet parking attendant

* Working knowledge in all aspects of Transportation Department
* Basic computer skills with Microsoft Office and Outlook and valet parking software
* The ability to lead and work effectively with employees, other department employees, guests, and management
* Must have experience in starting, driving, and parking different types of vehicles
* Previous valet experience preferred
* Able to drive both manual and automatic transmissions