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# Example of Valet Parking Attendant Job Description

Our innovative and growing company is hiring for a valet parking attendant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for valet parking attendant

* Professional services required
* Must be able to work with or without supervision
* Full attendance of scheduled hours
* Must be able to communicate to all customers
* Greet guest arriving at the hotel and drive their vehicle safely to the designated parking area
* Greet guest departing and return vehicle safely
* Completely fill out parking tickets with all necessary vehicle details & inspect vehicle for any damage
* Assist guest with luggage from vehicles when necessary
* Retrieve vehicles from valet garage, in accordance with established safety guidelines and offers guests a sincere farewell
* Assist with bags when needed and offers directions

## Qualifications for valet parking attendant

* Must be able to read and write tickets
* Able to work weekends late shifts
* Must be able to drive a vehicle with a manual transmission (stick shift)
* Must be capable of standing for up to 8 hours per shift
* Open availability to work all shifts including night, weekends and holidays
* Must have a valid drivers license, experience with driving many types of vehicles