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# Example of Valet Parking Attendant Job Description

Our innovative and growing company is looking for a 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

* Provide exceptional, courteous, friendly and memorable service to guests and employees that differentiates us from the competition
* Assist guests promptly and courteously in valet check-in
* Park vehicles in designated areas in accordance with standard stacking procedures to maximize speed and efficiency of parking service
* Maintain a working knowledge of the facilities, special events on property, in order to advise guests and fellow employees of same, whenever possible
* Assist employees within the Transportation department as needed
* Retrieve vehicles from valet garage, in accordance with established safety guidelines and offer guests a sincere farewell
* Assist with bags when needed and offer directions
* Promptly clear Valet lanes in Porte Cochere of cars to be parked
* Provide exceptional, courteous, friendly and memorable service to guests and employees
* Warmly greet all arriving guests at the Valet Entrance while providing courteous, efficient, and enthusiastic valet parking services

## Qualifications for valet parking attendant

* Relevant work experience in a 5-star hotel is a plus
* At least 6 months experience in a customer service position
* Ability to safely drive vehicles, including those with manual transmission
* Ability to maintain a clean driving record
* Ability to lead and work effectively with employees, other department employees, guests, and management
* Flexible schedule including AM or PM Shift, Weekends, and Holidays