Downloaded from <https://www.velvetjobs.com/job-descriptions/valet>

# Example of Valet Job Description

Our innovative and growing company is looking for a valet. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for valet

* Provide an excellent customer experience while completing thorough vehicle inspections
* Execute vehicle acquisition paperwork
* Maintain excellent communication with team and store leadership
* Use online valuation tools to purchase or valuate customer vehicle
* Troubleshoot any customer needs or concerns
* Navigate customer through vehicle acquisition process
* Complete required paperwork with customer
* Acquire and Maintain a notary commission
* Go under intensive training to ensure up to date knowledge of ALL Brands products and features
* Provide valet service as required

## Qualifications for valet

* At least two years driving experience preferred
* Valid unrestricted Michigan drivers license with (2) two points or less within the past 24 months AND can not list any instances of careless or reckless driving OR driving under the influence of alcohol or other substances
* Customer Service experience with handling cash
* Must possess a valid state Driver’s License with no careless motor vehicle accidents and no moving violations in the last three (3) years
* Ability to drive all makes and models of motor vehicles
* Must have effective verbal communication skills