



## Example of Bell / Valet Job Description

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Our company is looking for a bell / valet. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

### Responsibilities for bell / valet

- Provides parking service for guest's vehicles
- Maintains a system for parking and retrieving of vehicles
- Provides transportation of guests and employees, when needed, driving shuttle busses provided by the resort-lodging department
- Provides luggage handling for the guests
- Unloading guest vehicles, loading luggage, ski and golf equipment, and personal belongings of guests
- Provides assistance to the concierge personnel answering phones and being accessible to the guests
- Maintains a checklist of daily procedures logging all necessary information, closing and locking all doors on list at times assigned, maintain accurate records of location of vehicles, and all other duties as assigned by supervisor
- Maintains the shuttle buses by performing pre-trip inspections, logging all defects, arranging for repairs
- Maintaining the cleanliness of the buses and maintaining all safety equipment on the buss
- Communicates with all lodging personnel using 2-way radios

### Qualifications for bell / valet

- Must not have any moving violations on driving record
- Must have a valid driver's license and in good standing
- Must not have any moving/traffic violations in the past 24 months

- Computer literacy in Microsoft Office and Windows applications required
- University/College degree or certification in a related discipline is an asset