



# Example of Valet Attendant Job Description

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Our company is growing rapidly and is looking to fill the role of valet attendant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for valet attendant

- Responsible for assisting with the opening of newly assigned locations
- Assist the region with the operations preparation for potential new locations as it relates to valet services
- Helps cover shifts based on the needs of the department
- Maintains work area, in a clean and excellent manner
- Monitor and direct personal and commercial vehicle traffic on property to ensure vehicles are legally parked and maintain a smooth and efficient flow of traffic
- Monitor and maintain safety, security, and cleanliness of parking areas/levels, and report any vehicles/safety hazards, unauthorized personnel, or potential security problems to the manager/supervisor
- Communicate parking rates and procedures to guests/visitors
- Supply guests with directions and information regarding areas of interest and activities
- Assist guests by taking luggage to meet their transportation
- Assist guest with general information

## Qualifications for valet attendant

- Must be able to present a valid state drivers license
- Must provide a clear driving abstract, with no moving violations for the past 3 years
- Possess a good command of English and the ability to clearly and pleasantly

- Previous Valet/Bellperson experience preferred
- Turn in keys and radio to Housekeeping Department when shift ends