

Available Position: Valet/Bell Attendant

Hiring Department: Hotel

Duties of Position:

Assist guests promptly and courteously in valet check-in and check-out; Parks vehicles in designated area of the property, then accurately records the location of the vehicle onto a valet receipt, which is attached to the appropriate keys and stored in the Valet office until the guest is ready to leave the property; Pick-up vehicles from the valet lot, in accordance with established safety guidelines; Promptly clears ramp area of cars to be parked; Presents a clean, neat and well-groomed appearance; Ensures a maximum level of guest service and satisfaction is achieved and maintained; Maintains a working knowledge of the facilities, as well as special events on property in order to advise guests whenever possible.

Qualifications:

Knowledge of principles and processes for providing customer service; to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must be able to drive straight shift vehicle (stick shift).