

## **PARKING ATTENDANT**

### **GENERAL**

- Work location: 3800 Mill Road, Paso Robles, CA
- Department: Parking & Traffic
- Part-time position, non-exempt status
- The Parking Attendant reports to the Parking & Traffic Supervisor

### **JOB SUMMARY**

Attends to designated parking areas at entrance/exit during established lot hours. Directs drivers of vehicles in a safe manor to appropriate parking areas and ensures cars are parked in designated spaces as well as directing drivers of vehicles to appropriate exits at end of events.

### **ESSENTIAL FUNCTIONS OF THE JOB**

- Communicates pleasantly with guests, management and co-workers
- Use a 2-way radio and follow radio etiquette guidelines
- Regulates parking and traffic in assigned lot restricting unauthorized vehicles and providing entry to authorized vehicles
- Scans Premium parking tickets for entry to VIP lot
- Counts parked vehicles and holds required spaces for reservations; places sign in view when lot is full
- Provides directions, parking alternatives and venue information upon request
- Maintain VRA and client issued equipment
- Resolving complaints in a prompt and friendly manner, ensuring guests satisfaction and referring more complex problems or customer service issues to appropriate managers
- Be flexible with adjustments to duties and assignments on a shift by shift basis

### **REQUIREMENTS**

- 18 years of age or older
- Adhere to VRA parking and traffic guidelines
- Ability to operate common communications equipment such as a 2-way radio
- Adhere to guest safety guidelines
- Ability to work with people effectively as well as understand and execute instructions
- Ability to multitask in a fast-paced environment
- Adhere to VRA uniform and appearance policy along with work and break schedules
- Must be available to work weekends, weekdays, nights, and holidays
- Communicates well in an English-speaking environment
- Must be friendly, reliable and work as a team member

## **PHYSICAL REQUIREMENTS**

- Ability to stand and walk continuously for the duration of the shift
- Ability to perform duties in a variety of outdoor weather conditions including sun, extreme heat, cold and rain
- Ability to climb stairs and ladders, bend at the waist and knees, as well as lift and move items up to 50 pounds
- Ability to work with a ladder and work with hands overhead
- Ability to bend, stoop, kneel, crouch, squat, climb and twist
- Ability to navigate a variety of ground surfaces and areas, including asphalt, concrete, grass, stairs, hills and ramps
- Ability to work in a variety of environments including but not limited to heights, low light visibility, around crowds, loud noise, flashing lights

## **EXPERIENCE & SKILLS**

- Six-month parking lot operations or related experience or any equivalent combination of experience and or education from which skills and abilities have been achieved
- Basic understanding of traffic laws as set by local agencies