

Valet Attendant

[Global Parking Systems, LLC.](#)  ·

Portland, OR 97218

\$20 an hour - Full-time



Job details

 **\$20 an hour**

Paid training, Union benefits, 401(k), Health insurance, 401(k) matching, Paid time off, Vision insurance, Dental insurance

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 **Full-time**

Overnight shift, Day shift

 **Portland, OR 97218**

Full job description

Global Parking Systems is an expert in the management of parking lots, valet services, parking management, and shuttle operations at airports across the country. Global Parking Systems also partners with SP Plus | A Metropolis Company, which is a leader in the parking management space. Together, we are committed to making the parking experience a first-class, enjoyable one for parking customers. Built on the foundation of excellence and integrity, we are dedicated to providing the highest service level at all our parking facilities.

Position Overview

This position requires one to greet and assist customers in and out of their vehicles, drive and park customers' vehicles to and from the Valet lot. Valet Attendants play a crucial role in ensuring all customers receive a professional, courteous, and timely valet service.

Key Areas of Responsibilities:

Responsibilities include, but are not limited to, the following:

- Be on time for every scheduled workday.
- Maintain a neat and clean appearance and arrive and remain in complete uniform before and during scheduled shifts.
- Inspect each vehicle before taking possession and mark the tickets of findings.
- Inform customers of the valet rate.
- Report any known accidents, observed or suspected violations of Company policy, safety hazards, or any unusual occurrence to Supervisors, Facility Manager, and/or Senior Manager
- Have a thorough knowledge of the major streets, landmarks, and freeways in the area of the lot to be able to provide directions to customers to various locations in the area, if needed
- Respond to customer questions promptly and courteously.
- Observe all traffic laws and safe driving practices.
- Assist Supervisors and Managers with additional duties as assigned.

Minimum Requirements: One must be able to perform this position successfully; an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- High School Education or equivalent with a minimum of two years of driving experience, or any combination of education and experience.
- Maintain a Valid US Driver's License with current address and acceptable driving record. The ability to drive a manual transmission is desirable but not required.
- Previous Valet Experience preferred, but not mandatory.
- Availability to work shifts: day, swing, or overnight. We are a 24-hour operation.
- Ability to read, write, and comprehend instructions, short correspondence, and memos, etc. Includes the ability to communicate with customers and others about relevant information.
- Customer service: engage, ability to effectively respond positively to issues or complaints; contribute to team effort by accomplishing results as needed.
- Mathematical skills: ability to add/subtract and multiply, divide by 10s, 100s, etc., in US currency.
- Maintain a neat and clean appearance in full uniform.

- Ability to apply common sense understanding to carry out detailed but standard written or oral instructions; ability to adapt to changes in the work environment, changes, delays, or unexpected events.

Physical Environmental Demands:

- While performing the duties of this job, the employee is frequently required to sit, stand, walk, use hands and fingers, handle or feel objects, talk, and listen. The employees will walk and run for extended periods to park and retrieve customer vehicles, including the use of stairs, escalators, or elevators.
- Employee is occasionally required to climb or balance, stoop, kneel, or crouch. The employee must be able to lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus.
- Employees work in and around potentially dangerous traffic situations, and employees are to always be safety-conscious.
- Employees are regularly exposed to high levels of noise and/or fumes from either vehicles or airplanes.
- Employees are regularly exposed to outside weather conditions, including snowstorms and extreme heat. This position is 100% outside work!

Other Information:

This is a non-exempt hourly position. Criminal Backgrounds, MVRs, and pre-employee drug testing are required.

Global Parking Systems is an equal opportunity/affirmative action employer. Qualified applicants will be considered without regard to race, religion, color, national origin, gender identity, sex, sexual orientation, age, marital status, protected veteran status, or disability status.

#INDCMP

Job Type: Full-time

Pay: \$20.00 per hour

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Flexible spending account

- Free parking
- Health insurance
- Life insurance
- Opportunities for advancement
- Paid time off
- Paid training

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