

# Employee Requisition Form

**Position to Be Filled:** Valet Dispatcher – part time

**Purpose:** Provide exemplary customer service to the Guests of the Tachi Palace Hotel & Casino by assisting the Front Services Supervisor in the successful overall operation of Valet and all related services, ensuring an optimal level of guest service and satisfaction is achieved and maintained.

**Required Qualifications / Essential Duties:**

- Responsible for the efficient and accurate entry of keys into the CVPS system.
- Assigns “pulls” and tracks the number of pulls to valets to provide an equitable share of the work.
- Responsible for periodically verifying the key count with the system ensuring an accurate inventory of keys and vehicles.
- Greets all arriving guest vehicles. Completes “ticket” information on vehicle and parks vehicle in designated Valet lot. Retrieves vehicles from designated Valet lot when requested by a guest.
- Familiarizes guests with their surroundings.
- Responds to guests’ requests, complaints or inquiries courteously and promptly.
- Maintains a working knowledge of the Tachi Palace Hotel & Casino facilities, as well as special events on property, in order to advise guests of same, whenever possible.
- Possesses a good working knowledge of all room locations, types, and special features; maintains information on all outlets, including hours of operation, and local attractions.
- Routinely inspects public areas, including rest rooms, elevators, and front entrance, performing light janitorial duties as necessary, to keep the areas clean and free of debris.
- High school diploma or general education degree (GED) required.
- Must possess effective communication and organizational skills.
- Prior Valet services experience preferred but not required.

**Reports To:** Valet Supervisor

**Starting Rate of Pay:** D.O.E

**Approximate Hours:** less than 26

**Date Needed:** ASAP

**Filling Deadline:** Open Until Filled

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Recruitment Representative  
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Date Posted