

# Employee Requisition Form

**Position to Be Filled:** Valet (part time)

**Purpose:** Responsible for assisting the Valet Supervisor in the successful overall operations of Valet and all related services, ensuring an optimal level of guest service and satisfaction is achieved and maintained.

**Required Qualifications / Essential Duties:**

- 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 guest with their surroundings.
- Responds to guests’ requests, complaints or inquiring courteously and promptly.
- Intercepts potential problems, in an effort to maintain smooth and efficient operations for Valet and related services.
- Remains receptive and visible for guest services at all times.
- Must possess effective communications and organizational skills.
- Valet services experience preferred by not required.
- Must possess a valid California driver’s license.

**Reports To:** Supervisor

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

**Approximate Hours:** less than 26

**Date Needed:** ASAP

**Filling Deadline:** Open Until Filled

---

Recruitment Representative  
Rp05/18/06

---

Date Posted