

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