



Position Announcement

TITLE: PARKING ATTENDANT – VALET

DATE: April 26, 2017

LOCATION: The Tamalpais, 501 Via Casitas, Greenbrae, CA 94904

FLSA: Non-Exempt (On-Call/Casual)

SUMMARY: Operates resident-owned motor vehicles to valet park cars.

ESSENTIAL FUNCTIONS:

- Meets residents or receives telephone requests from residents to park or retrieve their cars from the valet parking portion of the garage.
- Responds to messages left on answering machine and from the receptionist to attend to valet parking needs of residents.
- Assists passengers in entering and leaving their vehicles at all times.
- Services residents' vehicles only to the extent of cleaning windshields and sweeping/vacuumping residents' car interiors.
- Reports accidents, unusual incidents, and needed maintenance repairs in garage to Director of Maintenance Services.
- Maintains files related to parking locations of resident vehicles.
- Recognizes and reports concerns regarding residents' physical, mental and/or emotional status to supervisor.
- Maintains office area and garage in a neat and orderly condition. Sweeps and cleans office area and garage; immediately cleans fluids and oils from leaking vehicles.
- Closely monitors and observes parking areas, to ensure safety and security of the area. Performs as security during evening and weekend shift.
- Works on-call as needed.
- Performs other duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

Courteous, responsive, positive spirit. Able to operate wide variety of vehicles safely in close quarters, with elderly drivers and pedestrians sharing driveways/walkways in the same garage. Basic English, reading, writing and numerical ability. Skill in dealing with the elderly under sometimes trying conditions. Knowledge and understanding of ability to comply with work and driver safety practices and guidelines relating to industrial chemicals. Knowledge and understanding of an M.S.D.S. Able to respond appropriately to resident emergencies and follow established first aid procedures. Good judgment skills to make decisions and handle emergencies if necessary.

Physical skills and ability to perform work that requires continual standing, walking, stooping, bending and lifting up to 75 pounds.

QUALIFICATIONS:

Minimum of one year work experience. Current California driver license and clean driving record.

SUPERVISORY RESPONSIBILITY: None.

APPLY TO: Maintenance Manager or HR Manager by clicking [here](#).