



Parking Lot Attendant

Summary:

Parking Attendants are under the direct supervision of the Parking Manager or Shift Supervisor. Direct customers to parking spots, rounding the lot, documenting cars with overdue payments, and assisting with maintenance of the parking area.

Essential Duties and Responsibilities:

- Engages with customers using the lots.
- Responds appropriately to comments or complaints and resolves as best as possible to the satisfaction of the customer.
- Directs incoming vehicle and human traffic through drop off and exit at lot area ensuring safety of passengers, employees, and others in the area.
- Effectively guides passengers in parking of vehicles to maximize lot capacity
- Walks the lots to identify vehicles that have exceeded the number of days they paid for and write overdue slips.
- Uses iPad to collect payment for overdue vehicles.
- Frequently completes security checks of lots and surrounding areas.
- Ensures lots are tidy and free from safety hazards.

Other Duties: As needed or assigned

Licenses, Registrations, and/or Certifications: None

Required Education and Experience:

High School diploma or equivalent.

Required Knowledge, Skills, and Abilities:

Ability to speak clearly.

Strong customer service skills.

Job entails significant amount of walking and standing.

Must be able to safely perform the essential duties for the position, with or without, reasonable accommodation.

Typical Work Environments:

Primarily outside in parking lot or in parking booth. Subject to all forms of weather.

Marine environment, harborside and off-site parking areas.