

The Valentine Position Description

Position Title: Parking Attendant¹

FLSA Status: Non-Exempt²

General Responsibilities: The Parking Attendant parks cars in the Valentine lot and provides customer service during private facility rental events and History Center programs that fall outside of the Valentine's regular operating hours.

Reporting Supervisor: Director of Operations

Positions Supervised: None

Key Duties:

1. Valet park cars for guests and attendees arriving at The Valentine lot.
2. Direct guests and attendees to overflow parking (when applicable) or to alternative parking options in the area.
3. Represent the Valentine to parking customers and others encountered while posted in the parking lot booth.
4. Coordinate special instructions with Special Events Associates or other Valentine staff working during an event or program.

Work Schedule: The schedule will vary depending on scheduled events and programs to include and not limited to evenings and weekends.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. These demands are as follows:

1. Must be able to withstand working for long periods of time outside in varying elements of seasonal and inclement weather.
2. Must be able to walk either inside or outside for long periods of time.
3. Must be able to climb in and out of multiple cards during a work shift to include bending and stooping.
4. Must be able to stand for extended periods of time.

¹ **DISCLAIMER:** This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.

² FLSA stands for the Fair Labor Standards Act, which was enacted by Congress in 1938 and is under Federal Wage and Hour statutes. The Fair Labor Standards Act uses the terms exempt and nonexempt to describe work that is included (nonexempt) or not included (exempt) in the Act's overtime and record-keeping provisions. The Act requires that overtime (payment for hours worked in excess of 40 hours in one week) be paid to employees performing nonexempt work.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Motor Vehicle Reports: The Valentine reserves the right to request motor vehicle reports (MVRs) on any employment applicants as well as current employees with driving responsibilities. MVRs will also be obtained annually for all Company staff with driving responsibilities.

Driving Test: The Valentine reserves the right to conduct a driving test of any prospective or employed driver at any time.

Summary of Qualifications

1. Possess valid Virginia driver's license
2. Ability to drive vehicles with manual transmission
3. Pass standard 5-panel drug screen
4. Must have good customer relations and people skills.
5. Ability to work independently without direct supervision
6. Must have dependable transportation to get to and from work.