



JOB DESCRIPTION

POSITION TITLE: VALET

REPORTS TO: CLUB MANAGER

FLSA CLASSIFICATION: NON-EXEMPT

POSITION OVERVIEW

This position is responsible for greeting and welcoming members and guest to the establishment and offering professional valet services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Greet and welcome members and guest to the establishment and offer professional valet services
- Accommodate guests by opening doors and assisting with heavy items
- Direct traffic in the Porte Cochere area as needed
- Answer members questions regarding clubhouse offerings and activities
- Collect and accurately label keys belonging to members and guest to ensure their proper return
- Park member and guests' vehicles in predetermined areas - following all traffic laws
- Ensure that parked cars are locked and that keys are stored safely
- Operate vehicles safely and responsibility
- Follows all rules and regulations established in The Springs Employee Handbook

REQUIREMENTS

- Proven safe driver and clean driving record is essential
- Ability to communicate professionally
- Customer service experience and friendly demeanor
- Accountability and personal integrity are essential as the nature of the position allows access to a members or guests personal and private information
- Possesses a sense of urgency
- Ability to multitask and tend to several members at once
- Experience driving vehicles with both manual and automatic transmission
- Strong interpersonal skills and ability to build collaborative relationships
- Proactive approach in resolving problems and issues

EDUCATION AND EXPERIENCE

- 2 years of prior experience preferred
- Must have a valid drivers license

PHYSICAL DEMANDS

- Ability to stand in one place for a long period of time
- Must be able to walk extended distances and work in varying outdoor conditions (extreme heat, dry, wet, cold)
- In addition, must be able to move and lift objects not exceeding 50 pounds
- Repetitive movement- standing, walking, twisting, turning, bending, squatting, stooping, sitting

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description

Equal Opportunity Employer

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at The Springs will be based on merit, qualifications, and abilities. The Springs does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. The Springs will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.