

I. Position

Valet (3.5)

II. Related Titles

Car Attendant; Car Parker

III. Essential Functions

Park automobiles for members and guests.

IV. Additional Responsibilities

1. Assists members and guests with luggage
2. Helps members and guests in and out of automobiles; opens lobby doors
3. Parks automobiles for members and guests
4. Summons and dispatches taxis
5. Provides travel information
6. Prevents unauthorized people from entrance
7. Issues and collects automobile claim tickets
8. Maintains clean and safe entrances and parking lots

V. Reports to

Assistant General Manager (Club House Manager)

VI. Supervises

No supervisory duties are included in this position