

VETERANS MEMORIAL CIVIC & CONVENTION CENTER OF LIMA/ALLEN COUNTY
7 TOWN SQUARE LIMA, OH 45801
TELEPHONE: 419-224-5222
FAX: 419-224-6964

Job Description Parking Attendant

EMPLOYEE NAME: _____

DEPARTMENT: VMCCC

SUPERVISOR: Parking Services Coordinator, Finance Director

EMP STATUS: Part Time

FLSA STATUS: Non-exempt, At-Will

NORMAL WORK HOURS: as the VMCCC is a 24-7 operation, work hours vary according to events held at the facility on a Thursday-Wednesday schedule.

General Purpose of the Job:

The Parking Attendant serves as a secondary customer service and garage maintenance associate for the Parking Garage and parking services of the VMCCC. Time allocations are estimates only.

50% Daily Oversight of Parking Operations

- Assist with special events for parking garage to result in speedy parking and exit of cars after events.
- Calculate and collect fees from customers as needed.
- Maintain overall safety of parking operation, to include signs, egress and ingress of cars to facility.
- Maintain and follow policies and procedures related to controls of all ticketing supplies, flow of traffic, signs, inventory and other various items as a priced commodity of the VMCC.
- Provide customer service to assist patrons.
- Will maintain accurate maintenance records on all of the above.

40% Maintenance and Cleanliness of the Parking Garage

- Schedule and perform activities in compliance with the maintenance schedule as specified in the contract, to include cleaning, doors and hardware, inspection of lighting, landscape, painting, parking control equipment, and safety checks.
- Organize storage areas and maintain the facility equipment as specified by manufacturer's specifications and limitations of parking contract.
- Ensure building security & safety for patrons.
- Perform minor landscaping to include snow removal, trash removal, and summer landscaping as needed for proper care, safety, and beautification of the garage.
- Other duties as assigned.

10% Other duties as assigned.

- Provide and promote good customer service.
- Ensure a safe workplace through active participation in safety training, measures, planning and procedures.
- Support fund development, volunteer relations, and community relations efforts of the VMCCC.
- Adhere to all VMCCC policies and procedures.
- Participate on VMCCC's team for annual report and annual volunteer appreciation dinner.
- Support VMCC Operations as needed

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Must be able to work as a team player and be able to adapt to changing working conditions and/or goals of the department.** Stamina to work long hours and to multitask when needed or where applicable.

EDUCATION AND/OR EXPERIENCE

Minimum: high school graduate; preferred Associate Degree or equivalent work experience. Knowledge of methods, practices, tools and materials used to perform the typical tasks as outlined in this job description. Experience in minor maintenance, repairs, and public works desired. Knowledge and ability in the use of a calculator, computer and software applications.

LANGUAGE SKILLS

Ability to read, analyze, and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to respond to common inquiries. Ability to effectively present information to management. **Ability to follow oral and written instructions.** Will be required to deal with the public in a sound and professional manner. Ability to write routine reports and correspondence.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

MATHEMATICAL SKILLS

Ability to log information and make mathematical computations quickly and accurately. Ability to calculate figures and amounts such as discounts, interest, commissions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

PHYSICAL DEMANDS

The physical demands described herein are representative of those, which must be met by an employee to successfully perform the essential functions of this job. Will be required to do prolonged standing; lift up to 50 lbs; load and unload 100 lb. from truck; wear uniform at all times; wear proper safety clothing and gear when needed; shovel snow; safely use equipment such as a man-lift, work in all climates of outdoor weather; work variable hours based upon work load and schedule; work weekends and holidays; follow the policy and procedures set forth by the VMCCC; be on call 24 hours a day seven days a week. Will be required to perform all job tasks using Federal, State, County and VMCCC safety guidelines and precautions.

The Veterans Memorial Civic & Convention Center gives a preference in hiring to honorably discharged veterans of the United States Armed Forces.

EMPLOYEE SIGNATURE/DATE

CEO SIGNATURE/DATE