Parking Attendant

Reports To
Lift Operations Manager, General Manager, Director of Operations, Vice President

Purpose of the Job

Organize the parking of vehicles in an effective and efficient manner

Duties & Responsibilities

- Responsible for placing cones at beginning of the day to establish front parking row and remove cone and place in storage area at the end of the day
- Responsible for the cleanliness of the parking lot and building entrances
- Responsible for the safe and effective parking, using space efficiently to maximize the number of cars in the parking lot
- Ensure fire routes are kept clear and barriers are in place
- Read, understand and comply with all Resort Policies and Procedures
- Other duties as assigned

Skills & Educational Requirements

- Always greet guests in a friendly and professional manner
- Engage each guest as a unique individual and listen attentively to their requests
- Listen to guest's complaints or concerns and resolve their issues in a timely and professional manner seeking managers assistance if unable to resolve
- Good coordinating / multi-tasking skills, with the ability to work with minimum supervision
- Positive attitude
- Learn and adhere to all fire and emergency procedures
- Knowledge of the Violence and Harassment Policy & Procedures
- Excellent communication skills
- Read & write English and able to differentiate between colours

Physical & Time Requirements

Shift Hours

- Fridays 7:15 – 11:30 (estimated)
- Saturdays 7:15 – 1:00 (estimated)
- Sundays 7:15 – 1:00 (estimated)

Christmas Holidays

- 7 Days – 2 Weeks 7:15 – 1:00 (estimated)

Family Day Weekend

- Friday – Monday 7:15 – 1:00 (estimated)

March Break

- 7 Days 7:15 – 12:30 (estimated)
- Being flexible with departmental schedule
- Being punctual and professional with assigned duties

- Follow lunch, washroom and break procedures as directed
- Stability to walk on uneven surfaces and icy conditions
- Work outdoors in extreme weather conditions
- Communicate, converse with and exchange accurate information with guests and fellow employees in a polite and professional manner