

Job Description



Job Title: Valet Attendant
Department: Public Safety Department

SUMMARY:

Parks automobiles for customers in parking lot or storage garage.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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. Upon request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Places numbered tag on windshield of automobile to be parked and hands customer similar tag to be used later in locating parked automobile.
- Records time and drives automobile to parking space, or points out parking space for customer's use.
- Reports suspicious activities to Public Safety Department.
- Collects parking fee from customer, based on charges for time automobile is parked.
- Takes numbered tag from customer, locates automobile, and surrenders it to customer, or directs customer to parked automobile.
- Presents a positive image of the Casino to its guests, employees and vendors and to assist them as required.
- Must follow all safety policies and procedures and attend all scheduled safety meetings and training as a condition of employment.
- Performs any other duties that may be assigned from time to time.

SUPERVISORY RESPONSIBILITIES:

This job requires no supervisory responsibilities.

EDUCATION AND EXPERIENCE (MUST BE DOCUMENTED):

- High school diploma or equivalent preferred but not required.
- Up to one month related experience or training; or equivalent combination of education and experience.

CERTIFICATION, LICENSES AND ANY ADDITIONAL REQUIREMENTS:

- Must pass pre-employment and periodic random drug screens
- Must be able to pass background suitability investigation
- Must obtain a Tribal Gaming License
- Must provide proof of eligibility to work in the United States within 72 hours of employment
- Must submit recent DMV printout.

- Must possess valid state driver's license.
- Class B driver's license preferred.

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. Upon request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk or sit; talk or hear; use hands to finger, handle or feel, reach with hands and arms; and stoop or kneel. The employee is frequently required to run up to 1000 ft. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- While performing the duties of the Job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually loud.
- The Casino is open 24 hours per day, seven (7) days per week; therefore, you must be flexible to work any and all shifts.
- The Casino is a gaming facility.
- The Casino is not a smoke-free environment.

INDIAN PREFERENCE ACT:

The Twenty Nine Palms Band of Mission Indians has a resolution on file with Human Resources to ensure that Indian Preference will be adhered to in the following order in accordance with IPA:

1. Tribal Members
2. Other Native Americans
3. All other ethnic groups