



**Position: Parking Supervisor**

**Department: Operations**

**Reports to: Guest Services Manager**

**FLSA Status: Part-time, Hourly, Non-exempt**

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**Summary:**

Supervise execution of parking plans for events at the Peoria Civic Center while providing excellent service to patrons and maintaining security of the property.

**Essential Duties and Responsibilities:**

- Maintain the efficient flow of vehicles to and from parking lots.
- Direct patrons to appropriate parking areas.
- Assist patrons in using automated, cashless parking system.
- Communicate security, emergency, and operational issues to facility staff and supervisors as needed.
- Resolve customer/patron issues in a professional manner.
- Safely operate facility-owned vehicles used in monitoring parking areas.
- Other duties as assigned.

**Supervisory Responsibilities:**

- Supervision and training of additional parking staff as needed. There are no direct reports for this position.

**Minimum 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 a minimum of 18 years old.
- English language fluency, written and verbal.
- Ability to work a flexible part-time schedule according to the schedule of events, including evenings, weekends, and some holidays.

**Education and / or Experience:**

- High School diploma or equivalent.

**Skill and Abilities:**

- Professional communication skills required.
- Ability to interact with staff, patrons, and the public in a fast-paced environment.
- Ability to multi-task with a high degree of accuracy.

**Computer Skills:**

- Proficiency in email/text communication.
- Ability to use an electronic time clock/mobile app to track hours worked.

**Other Qualifications:**

- Must have reliable transportation.
- Must have a driver's license and clean driving record.

**Working Conditions and 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to frequently/constantly stand and walk throughout the facility and parking areas.
- Ability to safely navigate stairs and narrow pathways in limited lighting.
- Vision sufficient to safely move around the entire facility and grounds.
- Hearing and speaking sufficient to interact with staff, patrons, and the public.
- Work is located substantially outdoors or in remote parking booth structures, and requires the incumbent to access all areas of the parking lot and surrounding grounds, including during inclement weather.

**To Apply:**

Apply via [Indeed.com](#) or the [ASM Global Career Portal](#).

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The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

ASM Global is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.

Applicants who need reasonable accommodations to complete the application process may contact the Peoria Civic Center Human Resources at [mjohnson@peoriaciviccenter.com](mailto:mjohnson@peoriaciviccenter.com).