

## JOB DESCRIPTION

<b>Job Title:</b>	<b><u>Parking Lot Attendants</u></b>
<b>Reports To:</b>	Parking Lot Manager
<b>FLSA Status:</b>	Part Time Hourly; Non Exempt
<b>EEO Status:</b>	Event Staff
<b>Entity:</b>	OVG Facilities

**SUMMARY:** Assist customers at Chesapeake Employers Insurance Arena for events and dates as needed.

**ESSENTIAL FUNCTIONS:** *(including, but not limited to...)*

- Assist Guest of the arena parking in parking lots surrounding the event center as well as assisting post event to help get guest out of complex.
- Provide accurate facility information and superior customer service to patrons
- Other organizational and administrative duties as determined by management
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### **QUALIFICATIONS:**

- High school diploma, GED or equivalent preferred.
- Must have a demonstrated ability to function independently in a fast paced, high-pressure environment
- Must have the ability to work flexible schedule including long hours, nights, weekends and holidays.
- Must be comfortable working with the public and have strong interpersonal and communications skills
- Prior sales and customer service experience preferred; ticketing sales helpful, but not necessary
- Basic computer knowledge

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The physical demands and work environment characteristics 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.

#### **Physical Demands:**

- Must have the ability to stand in the same spot for an extended period of time
- Must be mobile
- Must be courteous and polite
- Must be knowledgeable about event/game taking place
- Must have a desire to work events, nights and weekends

#### **Work Environment:**

- The duties of this position are performed primarily outdoors. The noise level in the work environment is usually moderate.
- While performing duties of this job, the employee will be exposed to outdoor weather conditions during the shift.
- Must uphold and maintain a customer friendly environment.

#### **Pay Rate:**

- 14.00 an hour

