



Tahoe Donner Association Job Description

Job Title: XC Parking Attendant
Job Code: 643
Department: Cross Country Ski Area
Reports To: Cross Country Ski Area Manager
Class Code: 9180
FLSA Status: Non-exempt
Salary Level: Hourly 1
Pay Range: \$11.00 - \$12.07 per hour
File Name: XC Parking Attendant.docx
Prepared Date: 10/30/14, updated 9/25/15, 12/1/16, 09/2018

SUMMARY

The Parking Attendant is responsible for providing guests safe and efficient egress both to and from designated parking areas and lots.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Provides excellent customer service to customers, employees and business partners.
- Monitors parking lots including parking space availability, entrances, and exits.
- Effectively communicates with and directs guests to and from designated parking areas and lots.
- Sets up parking lot signage to assist in traffic control.
- Develops a comprehensive understanding of many facets of the ski area operation to better assist with guest questions.
- Assists with snow removal including shoveling and clearing snow from walkways, stairs and other areas as needed.
- Performs other duties as assigned.

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.

EDUCATION and/or EXPERIENCE

Prior customer service experience preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

Current Cardiopulmonary Resuscitation (CPR) and First Aid certifications recommended.

LANGUAGE SKILLS

Ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS

Ability to add and subtract two digit number and two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operation using units of American money and weight measurement, volume, and distance.

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. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance 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. 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 exposed to moving mechanical parts and outside weather conditions. The employee is frequently exposed to risk of electrical shock. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and vibration. The noise level in the work environment is usually moderate.

By signing below, I acknowledge that I have received and read the above job description.

EMPLOYEE NAME

_____/_____
EMPLOYEE SIGNATURE DATE