



## **The Standard Club Job Description**

**Job:** Valet

**Reports to:** Directly with Club Manager, in his absence supervised by the Manager on Duty.

**Basic Function:** Park automobiles for members and guests.

**Responsibilities:**

1. Park automobiles for members and guests.
2. Greets members and guests in a polite friendly manner, using their names if possible.
3. Helps members and guests in and out of automobiles; open lobby doors.
4. Parks automobiles for members and guests.
5. Summons and dispatches taxis.
6. Issues and collects automobile claim tickets.
7. Maintains clean and safe the valet area
8. Additional duties as assigned.

**Measure of performance:**

1. Ability to communicate effectively and clearly.
2. Attendance and punctuality.
3. Maintaining professional composure at all times.
4. Friendly, out going, helpful and informative.
5. Be at least 18 years of age.
6. Be in good physical condition and be able to handle the demands of the job.
7. Previous Hospitality experience.

Please send resumes to: [Efrain@standardclub.org](mailto:Efrain@standardclub.org)