



LAUDERDALE
YACHT CLUB

JOB DESCRIPTION

POSITION TITLE: Valet

REPORTS TO: Clubhouse Manager and Valet Supervisor

CLASSIFICATION: Non-exempt.

JOB SUMMARY (Essential Functions):

Ensures prompt and polite service to the Members and Guests.
Must greet members by name. Parking of cars in a courteous safe manner. Opens doors for all guests and assists all to inside of clubhouse. Has knowledge of all events and knows club's hours of operation and current events of the Club.

JOB KNOWLEDGE, CORE COMPETENCIES AND EXPECTATIONS:

Safely park and retrieve automobiles for Members and Guests.
Issues and collects automobile claim tickets.
Put keys on keyboard.
Directs members and guests to desired room or event.
Open all doors of cars for guests and open lobby doors.
Assist with any guest's packages or other items needed to bring into or out of the club.
Keep all areas clean by sweeping drive and front foyer area as needed.
Must have a positive, polite, and friendly disposition to all guests.
Must call all members by name.
Must have knowledge of all current events at Club.
Summons and dispatches taxis.
Attends staff meeting as required.
Performs other duties and tasks assigned by the General Manager or Clubhouse Manager.

EDUCATION AND EXPERIENCE:

High School or GED required.
Must have a current Driver's License with a Safe Driving Record. No Moving Violations or minor incidents within the past three (3) years and no major incidents (including DUI) within the past five (5) years.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one on one and small group situations to members and management.

MATHEMATICAL SKILLS

Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurements.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

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 and hear.
- Stand, walk, use hands and fingers, and legs and feet.
- Able to work outside in all weather conditions including, wet and hot, humid, cold, or windy weather.
- Able to bend over to enter and exit vehicles of various sizes and heights.
- Able to quickly park and retrieve autos from parking area.
- Regularly exposed to fumes or airborne particles. moving mechanical parts
- Must be able to meet and perform the physical requirements and to work effectively in an environment which is typical of this position.
- Frequent lifting, bending, climbing, stooping, and pulling.
- Frequent repetitive motions
- Must be able to lift push or pull up to 50 pounds.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____