



**Position Title:** Parking Lot Attendant  
**Reports To:** Parking Garage Manager  
**Department:** Parking Garage  
**Prepared By/Date:** Jennifer C. Brito/4-24-2009  
**Approved By/Date:**  
**Revised:**

**Job Code:** 4239-00E  
**Job Group:** SNE  
**Salary Grade:** 4  
**FLSA Status:** Non-Exempt

**Summary:**

The Parking Lot Attendant assists students, faculty, staff and customers as they enter or exit the parking facility.

**Essential Duties and Responsibilities:**

- Requests proper identification or fees upon entering or exiting garage.
- Ensures that cars are legally parked within the marked space and that traffic is flowing in the specified direction.
- Operates a computerized cash register, tabulates proper fees and payments.
- Reconcile a cash drawer and makes the appropriate deposits.
- Performs other related work as required.

**Knowledge, Skills and Abilities:**

- Good oral and written communication skills
- Good public relations and problem solving skills
- Ability to understand and follow simple oral and written instructions.
- 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 measurement, volume and distance.
- Ability to operate a computerized cash register.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

**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 frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- High school diploma or GED
- Must be able to work a flexible schedule that may include evenings and weekends.

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name