



**Position Title:** Part-Time Parking Lot Attendant

**Job Code:** 8370-00E

**Reports To:** Parking Garage Manager

**Grade:** A4

**FLSA:** Non-Exempt

**Job Description:**

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

**Duties & Responsibilities:**

- Requests proper identification upon entering or exiting the garage
- Ensures that cars are legally parked within the marked spaces and that traffic is flowing in the specified direction
- Performs other duties as assigned

**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:**

- High school diploma or GED is required
- Must possess good oral and written communication skills
- Must possess good public relations and problem-solving skills
- Must be able to work a flexible schedule that may include evening, weekend assignments or holidays
- Must have the ability to work in a multi-ethnic/multi-cultural environment

**ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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