

**Alerus Center
Grand Forks, ND
Job Description**

Job Title: Parking Lot Attendant
Department: Operations
Reports To: Parking Supervisor
FLSA Status: Hourly
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Prepared Date: 8-22-14

Summary: Parking attendant personnel function as money collectors during paid parking events, check for proper parking passes, direct patrons to expedite ingress and egress of cars to and from Alerus Center lots, assist with the set-up and tear down of parking equipment and assist with parking lot clean up post event.

The person in the position of Parking Lot Attendant must possess and demonstrate the following values:

- **Customer Focus:** Is dedicated to meeting and/or exceeding the expectations and requirements of internal and external customers.
- **Integrity and Trust:** Is dedicated to consistently sharing information; fostering open and clear discussions; establishing and communicating expectations, standards and rules and takes responsibility for our work and actions
- **Respect and Communication:** Consistently exhibits courteous, respectful, non-defensive and appropriate communication; presents information in a concise and understandable format; understands and values the roles and responsibilities of co-workers; works collaboratively with others to achieve objectives; adheres to organizational policies and procedures;
- **Teamwork and Appreciation:** Is flexible and supports the diverse personal and professional needs of fellow co-workers; celebrates personal and organization achievements; welcomes differences of opinion and accepts decisions reached; works cooperatively with others in accomplishment of joint tasks; and contributes to a positive work environment through fostering collaboration and providing tangible contributions.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Know Alerus Center parking policies/procedures;
2. Function as money collectors during paid parking events;
3. Check Pass holders (suites, media, staff, etc.) and direct to appropriate designated parking
4. Direct patrons onto and off of Alerus Center parking lots to expedite traffic pre and post event;
5. Assist with the set-up and tear down of parking equipment including cones, barricades, etc.
6. Assists motorists with any automotive problems by calling proper service as needed;
7. Patrols area to deter vandalism and bootlegging;
8. Assist with parking lot cleanup post event.

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.

Mathematics Skills Ability to do general arithmetic.

Language Skills Ability to speak and understand English.

Physical Demands Physical strength required performing assigned tasks. Employees must regularly lift and/or move up to 25 lbs. And occasionally lift and/or move up to 100lbs.

Work Demands Able to work flexible schedule including evenings, weekends, and holidays.