

PARKING ATTENDANT

DEFINITION

Under general direction, on an assigned shift, to collect parking fees; to assist regular cleaning personnel; and to do work as related.

EXAMPLES OF DUTIES

Collects proper fees from parking lot users; makes change; prepares daily revenue and cash balance reports; assists patrons in locating their vehicles; keeps toll house clean and in working order; performs minor mechanical repairs; performs janitorial duties such as cleaning restrooms, windows, floors, etc.; assists in snow removal and control; assists in pavement cleaning; may issue tickets for violations.

EMPLOYMENT STANDARDS

Education and Experience: Must be able to read and write. Experience in the handling of money preferred.

Knowledges and Abilities: Ability to handle cash and maintain simple records related to cash transactions; ability to follow oral and written instructions; ability to perform manual cleaning tasks; ability to maintain good public relations; ability to perform minor mechanical repairs.