

HORIZON HOUSE JOB DESCRIPTION

Title:	Garage Attendant	Department:	Garage
Supervisor:	Garage Supervisor	Effective Date:	10/15/2002
Status:	Full and Part-time (Union) On-call (Non-union) Weekdays, Evenings and Weekend shifts available	Grade 12:	Non-exempt

Summary:

The person in this position parks and retrieves vehicles in the Horizon House parking garage and handles the corresponding paperwork either electronically or by hand, as requested. The person is also responsible for cleaning the garage areas and for washing and waxing vehicles as assigned by the Manager and/or his/her designee.

Essential Job Duties:

1. Meets incoming cars, greets drivers and passengers and gives directions to drivers as necessary.
2. Parks and retrieves vehicles for residents, guests and staff showing concern for their vehicles and using safe driving practices.
3. Issues valet tickets for vehicles belonging to guests, visitors and employees. Ensures that all who park in the garage are charged accurately. Handles cash and makes change as necessary.
4. Assists with loading and unloading resident and guest vehicles. Provides assistance to the elevators if necessary and as requested by residents, guests or management.
5. Maintains the daily garage report and the daily log of parked cars either electronically or by hand, as requested by management.
6. Directs traffic in the garage area and takes steps to avoid traffic jams or unsafe situations.
7. Cleans the garage areas and ensures that they are clear of safety hazards and unsafe conditions. Reports structural and other damage to Manager.
8. Monitors Staff parking Levels as assigned.
9. Washes and waxes vehicles as assigned.
10. Maintains the security of the garage and reports security concerns immediately. Invites guests and vendors to sign into the building in the appropriate place.
11. Reports any blemish or integrity of the building and parking premises immediately to the Reception/Transportation/Garage Manager or Garage Supervisor.

Secondary Job Duties:

1. Upon request, maintains resident vehicles during a long absence such as a vacation.
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3. Participates on organizational Quality Improvement Committees as requested.
4. Performs other duties as assigned by the Reception/Transportation/Garage Manager or Garage Supervisor.

Job Requirements:

The person in this position must be personable and be able to respond well to the needs of seniors. The position requires legible handwriting and a clear speaking voice with proficiency in speaking and listening in English. Must have basic skills in writing English such as are needed for informal written notes. The position may require light data entry; basic knowledge of personal computers is a plus. The position requires that a uniform be worn. The person in this position must maintain a record free of major moving violations.

Confidentiality Requirements:

Employee accesses, uses and/or discloses Protected Health Information, as defined by HIPAA, only to the extent minimally necessary to accomplish essential job functions. Employee practices appropriate safeguards to prevent unauthorized access, use and/or disclosure of PHR (paper, electronic and oral) within his/her work area.

Experience/Knowledge/Education/Specialized Training Requirements:

One (1) years experience in a customer service position is preferred. Must have a valid Washington State driver's license and a driving history clear of major moving violations and accidents. Must be experienced in driving both manual and automatic transmissions in cars of various sizes, passenger vans and pick-up trucks. Possess basic computer knowledge.

Material/Equipment Directly Used:

Telephone, two-way radio, manual & mechanical car washing equipment, mechanical cleaning equipment, brooms and mops, personal computer, commercial cleaning equipment.

Physical and Environmental Requirements:

1. Ability to see from the Garage office to the Garage entrance and identify vehicles and persons.
2. Ability to stand and walk short distances for up to four (4) hours without a break.
3. Ability to walk up and down stairs quickly.
4. Ability to lift 30 lbs. from the floor in a confined area or from the trunk of a car into a shopping cart.
5. Ability to carry 30 lbs. for approximately 30 yards.
6. Ability to balance (necessary to maintain physical equilibrium to prevent falling of self, others or of objects being carried).
7. The person who holds this job is not at risk for blood-borne pathogens.