

## **Brevard Music Center Parking Attendant**

**Dates of Employment: June 1 – August 4, 2019**

### **Responsibilities include, but are not limited to:**

- As assigned, take control of a specific location among Maestro Society and General Parking Spaces and guide patrons in the directions you are assigned.
- Interacts with the public to resolve issues related to the dissemination of information regarding parking regulations – involves Parking Supervisor when necessary.
- Oversee work study Parking Attendants as assigned.
- Before patron arrival, assist Parking Supervisor in placing all parking signage, cones, and stanchions in the proper locations as assigned.
- Ensures all golf carts are plugged in at the end of a shift in preparation for the next Parking Event.
- Drive golf carts, as assigned.
- Using walkie-talkies, evaluates traffic flow and consult with Parking Supervisor to make decisions regarding the closing and opening of roads to aid in the smooth flow of parking.
- With the Parking Supervisor, strategize ways to maximize the patron experience through parking
- Ensure all patrons are thanked as they leave the complex and ensures all Golf Carts are running at optimum efficiency at the beginning and end of the concert.
- Put away all parking signs, cones, and stanchions at the end of the night as directed by Parking Supervisor.

### **Qualifications:**

- Ability to react calmly and effectively in emergency situations.
- Ability to think on your feet and react to challenges with an open mind and quick and correct action.
- Ability to pass a pre-employment physical skills evaluation as stipulated by the department.
- Ability to prepare routine administrative paperwork.
- Knowledge of First Aid, CPR, AED and emergency medical procedures (training provided if deemed necessary).
- Strong communication skills.
- Good attitude and work ethic.
- Ability to follow routine verbal and written instructions.
- Knowledge of customer service standards and procedures.

### **Requirements:**

- complete satisfactory background check
- must have valid state driver's license and possess a clean driving record

To apply, please submit a cover letter and resume. Review of applications will begin on **March 30, 2019**, and continue until the position is filled. Applications are only made by [online submission](#).