



Land Transportation Valet

- I. **Department:** Land Transportation
- II. **Reports to:** Lead Supervisor
- III. **General Purpose:** Provides excellent customer service while performing arrival, departure, and transport services along with other various duties focused on accommodating customer needs.
- IV. **Essential Duties:**
- ◆ Greets customers promptly and courteously upon their arrival and departure.
 - ◆ Assists customers with a wide variety and various hospitality services.
 - ◆ Follows all policies and procedures for the operation of the department.
 - ◆ Ensures proper open and closing procedures for departmental facilities and amenities.
 - ◆ Assists other departments with varying tasks including but not limited to event setup, breakdown and operations.
 - ◆ Assists in tagging, tracking and loading/unloading cargo and freight into vehicles, trailers and the ferry.
 - ◆ Loads, unloads and transports cargo and freight to and from the vessels and to various locations on the island for distribution.
 - ◆ Unloads and sorts cargo/freight for distribution to over 250 addresses on the island.
 - ◆ Delivers cargo to member and guest homes, placing cargo in the home.
 - ◆ Operates shuttle bus service with ferry arrival and departure schedule.
 - ◆ Delivers packages and inter-company mail.
 - ◆ Performs cleaning and routine maintenance on facilities, equipment, carts, vans and buses.
 - ◆ Maintains and controls the distribution of entrance, boarding and parking passes
 - ◆ Maintains detailed records
 - ◆ Posts charges and ensures proper billing
 - ◆ Operates vehicles with safety at all times
 - ◆ Provides services, directions and information regarding property's facilities and events.
 - ◆ Assists with guest registration, check in/out and telephone service.
 - ◆ Maintains flexibility to take on new and different tasks as directed by Management.
 - ◆ Incorporates safe work practices in job performance.
 - ◆ Attends staff meetings.
- V. **Education/Experience:** High school diploma or general education degree (GED); two years related experience and/or training; or equivalent combination of education and experience.
- VI. **Language Skills:** May be required: to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; to write routine reports and correspondence; to speak effectively before groups of customers or associates of the organization.
- VII. **Mathematical Skills:** Required: basic math skills including but not limited to addition, subtraction and to multiply and divide.

- VIII. **Reasoning Ability:** May be required: to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- IX. **Physical Demands:** Frequently stands, walks, climbs stairs; uses hands to finger, handle, or feel; reaches with hands and arms; talks and hears, sits, climbs, balances, stoops kneels, crouches, and smells. Frequently lifts up to 50 pounds. Operates gas and electric vehicles, pushes and pulls heavy cargo trailers, and lifts furniture, appliances and other cargo.
- X. **Vision Requirements:** Regularly uses close, distance, color, and peripheral vision as well as depth perception. Ability to adjust focus.
- XI. **Environment/Noise:** Frequently works near moving mechanical parts, in outdoor weather conditions, and may run the risk of electrical shock. Occasionally works near fumes and in extreme hot or cold weather (non-weather). Noise level is moderate.
- XII. **Certificates/Licenses:** SC Driver's License.
- XIII. **Job Knowledge, Skill, and Ability Preferences**
- ◆ Ability to read and speak English may be required in order to perform the duties of the job (e.g. the associates may be required to communicate with English speaking customers or co-workers, the manuals for the equipment the associates may use are in English).
 - ◆ Ability to operate both automatic and manual transmission vehicles.
 - ◆ Ability use telephone and computer equipment including email, internet, word and spreadsheet applications

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job description when circumstances change; e.g., emergencies, rush jobs, changes in personnel, workload, technological develops, etc.

"I have read this job description and certify that I can perform all essential job functions without a significant risk of the health or safety of myself or others that cannot be eliminated by reasonable accommodation

Signature

Date