



ALLENTOWN PARKING AUTHORITY

PART-TIME EVENT STAFF

DEFINITION: Staff members that are hired to work an event. The primary responsibility of this position is to provide guests with a positive impression of The Allentown Parking Authority by offering a superior, guest service experience.

EXAMPLES OF WORK:

- Performs the routine work involved in directing the parking of motor vehicles in a parking facility.
- Enthusiastically greet and direct guests while performing assigned tasks.
- May collect parking fees.
- Proactively approach guests that may have an issue and/or complaint.
- May be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Work flexible hours including evenings, weekends and holidays

KNOWLEDGE AND ABILITIES:

- Ability to remember and carry out oral and written instructions.
- Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position.
- Ability to be professional at all times and have good customer service skills.
- High School diploma or equivalent required
- Experience in prior customer service preferred
- Must have a friendly disposition and a smile
- Must be able to stay calm in stressful, fast-paced situations
- Experience dealing effectively with conflict
- Ability to follow routine verbal and written instructions.
- Ability to secure and handle cash.
- Standing and walking for extended lengths of time
- Must be able to work in all weather conditions.
- Perform other duties as assigned and/or as conditions warrant.

PAY RATE: \$14.00 PER HOUR

The Allentown Parking Authority is an affirmative action/equal opportunity employer and does not discriminate on the basis of age, color, disability, gender, gender identity, marital status, national or ethnic origin, race, religion, sexual orientation, or veteran status.