



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.

Must be able to work a flexible schedule and all assigned hours, which includes 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: \$20.00 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.

Print Name: _____ Date: _____

Signature: _____