



Pike Place Market Preservation & Development Authority (PDA)

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Seasonal Parking Concierge (Pike Place Market)

POSITION TITLE: Seasonal Parking Concierge (May-October)
REPORTS TO: Parking Manager

REVISED: 2019

We are looking for an enthusiastic, self-motivated, parking concierge to work in our parking department for the summer.

General Responsibilities:

The Seasonal Parking concierge works on variable schedule as assigned in PDA parking operations. You will interact with our parking customers and answer questions and give directions. Some light physical work and walking is required in the performance of this work.

Representative Sample Of Specific Duties And Responsibilities:

- Interact pleasantly with the public.
- Maintain paper products for automated parking machines
- Keep parking garage and lots and surrounding area clean and free of litter and assist in other light maintenance or cleaning of equipment.
- Patrol parking facilities to check for areas of spills, litter, vandalism, etc., to ensure facilities are kept in presentable condition. Sweep and Clean as appropriate
- Report security problems and assist in taking reports on damage.
- Secure the parking garage, lots and other equipment at end of day.
- Patrol facilities to mark cars, leave violation notices, and impound unauthorized vehicles.
- Perform other related duties as assigned by supervisor.

Qualifications:

- Valid Washington State driver's license or state issued I>D> .
- Must be able to walk and carry light loads incidental to normal duties.
- Must be available to work all shifts and on holidays and/or weekends through-out the summer.

Skills And Knowledge:

- Ability to interact courteously and effectively with the public.
- Ability to write and communicate clearly.
- Ability to learn general information regarding operating policies, the facilities and area, and provide clear explanations to the public.
- Ability to follow oral and written instructions.
- Ability to use a personal computer.

Work Experience/Training And Education:

- High school diploma or some college course work

Work Environment/Physical Demands:

Work is performed in a busy garage setting which is non-smoking, not air-conditioned or filtered, and subject to temperature variances due to western exposure and non-centralized heating system. Must be ambulatory, able to walk long distances on uneven surfaces, climb stairs, work in confined space for long periods of time, operate a phone, computer, carry on person and use 2-way radio, carry or lift 20 pounds, carry and lift sandwich/signage boards, and work outside in Pacific Northwest weather. Work environment is fast-paced and requires the ability to work under pressure.

The Pike Place Market PDA is an equal opportunity employer and encourages applications from persons of diverse backgrounds and perspectives.

- Location: Pike Place Market
- Compensation: \$16.00 per hour