



Memorandum

303 Johnson Street, Saginaw, MI, 48607, Phone: (989) 7559-1320, Fax (989) 759-1322

Job Description: Parking

Parking Cashiers: Make eye contact and smile. Greet and welcome each customer. Issue parking tickets, collect parking fee from guests as they enter The Dow Event Center parking facilities. Assist guests with directions and other information. Thank each and every customer. Assure the safeguarding of funds and be accountable for shortages

Parking Attendant: Under the direction of the Manager and/or Assistant Manager: change traffic and loading directional patterns and signs, set up traffic barriers to facilitate the flow of traffic in, and around The Dow Event Center. Direct flow of entering vehicles to cashiers. Direct guests to available parking spaces within parking areas. Set up barriers to prevent unauthorized parking. To expedite egress, directs departing traffic from reserved lots. Reports to the Manager any hazardous conditions in the parking facilities. Directs disabled guests to designated parking areas. May be required to remain in the parking area and serve as additional lot monitoring. Perform other related duties as directed by the Manager .

Minimum Requirements: Excellent customer skills, ability to stand/walk for long periods of time, work flexible hours (days, evenings, week-ends, and holidays).