

# Parking Lot Attendant Job Description

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**Job Title:** Parking Lot Attendant **Exemption Status/Test:** Nonexempt  
**Reports to:** Campus Principal or Building Supervisor **Pay Grade:** 4108A/C **Calendar Days:** 187/226  
**Dept./School:** Assigned Campus or Building

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## Primary Purpose:

Patrol assigned parking lot to monitor cars and contents and ensure that only authorized persons are on the lot.

## Qualifications:

### Education/Certification:

High School Diploma or GED

### Special Knowledge/Skills:

Ability to read and understand written instructions  
Ability to communicate effectively (verbally)

### Experience:

None

## Major Responsibilities and Duties:

1. Observe and report unusual activities or incidents to supervisor.
2. Record pertinent information when necessary.
3. Listen and communicate effectively in order to exchange information with student and adults.
4. Be courteous and tactful when working and dealing with community.
5. Attend all scheduled meetings called by supervisors.
6. Help maintain safety and security of students, staff and visitors.

## Safety:

7. Follow all established safety rules and procedures.
8. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

## Other

9. Follow all Campus, District and Department Policies and Procedures.
10. Perform other duties as assigned.

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**Supervisory Responsibilities:**

None

**Evaluation:**

The Parking Lot Attendant shall have an evaluation is a responsibility resting with their Campus Principal or Building Supervisor. An evaluation shall be completed in writing at least once during the course of the school year.

**Salary:**

As approved by the Board of Trustees

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Handheld traffic signs, traffic cones, reflective safety attire

**Posture:** Prolonged standing

**Motion:** Constant walking, grasping/squeezing, wrist flexion/extension, reaching

**Lifting:** Light lifting (under 15 pounds)

**Environment:** Work outside (prolonged exposure to extreme temperatures, sunlight, and humidity); constant exposure to noise and vehicle exhaust; work around moving vehicles and on slippery and uneven surfaces

**Mental Demands:** Maintain emotional control under pressure; work with frequent interruption; may work alone

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.