



LEBANON SCHOOL DISTRICT

Lebanon, Pennsylvania

JOB DESCRIPTION

POSITION: Parking Lot Attendant

RATE: Based on PSBA annual pay schedule

WORK SCHEDULE:

Part-time Schedule dependent on building assignment:

AM work schedule: 1hr. 15 min in duration

PM work schedule: 1hr. in duration

REPORTS TO: Building Principal

JOB GOAL: The District Parking attendant is responsible for ensuring safety of the parking lot area and drop-off/pick-up lanes at arrival and dismissal. They provide customer service to parents as they help to oversee vehicle entry and exit while directing traffic.

EDUCATION AND EXPERIENCE

- The following background clearances are required: Act 151, Act 34, Act 24, and FBI clearance.
- Strong customer service skills and ability to communicate effectively.
- Attention to detail and the ability to work in a fast-paced environment.
- Ability to stand or walk for extended periods and work outdoors in various weather conditions.

AUTHORITY AND RESPONSIBILITIES

- Direct vehicles to available parking spaces and manage traffic flow within the parking lot/drop-off lanes.
- Provide excellent customer service by answering questions and assisting customers with directions, parking procedures, and other inquiries.
- Monitor the parking lot for unauthorized vehicles and report suspicious activities or incidents.
- Ensure the cleanliness of the parking area by picking up trash and maintaining general tidiness.
- Enforce parking regulations and ensure compliance with facility rules.
- Collaborate with building administration or security personnel to address safety concerns or emergencies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must be able to verbally communicate effectively with a variety of constituents. The employee will frequently interact with students and other staff members. The employee will occasionally retain/restrain for safety purposes and will provide clear written accounts of incidents. Must be able to lift 10 pounds.

TERMS OF EMPLOYMENT: Hourly rate and work year to be established by the School Board of Directors. Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

The Lebanon School District is an Equal Opportunity Employer and as such does not discriminate based on race, color, sex, age, religion, national origin, ancestry, disability, veteran status, marital status, or any other status protected.

Employee Name (Print)

Signature

Date