



INDIANA STATE
FAIRGROUNDS
& EVENT CENTER

Job Posting

Title: Parking Attendant (part-time)

*For more information on this part-time position, please contact Human Resources at (317) 927-7508 or email employment@indianastatefair.com. To apply for this position, please visit <http://www.indianastatefair.com/employment> and send the posted application and your resume to the email address above. Pay for these positions is \$8.00 per hour. Thank you for your interest.

Position Summary

The Parking Attendant serves as a point of contact for all guests as they park their vehicles. Parking Attendants are expected to provide superior customer service while assisting customers to their destinations. Parking Attendants report to the Parking Supervisor.

Essential Functions and Responsibilities

1. Directing traffic to available parking areas
2. Answering customer questions or politely directing them to another source
3. Maintaining neat appearance of surrounding area and of self
4. Conducting themselves in a safe and conscientious manner; being aware of surroundings and possible hazards
5. Providing quality customer service at all times

Skill Requirements

1. **Highly customer focused:** Able to develop and leverage relationships with existing partners and customers; able to identify potential cross-promotional partners and strategic opportunities.
2. **High energy level:** Responds well to demands on time and generally works at a brisk pace; is a self starter, multi-tasker and is self-motivated; good time utilization and a capacity for a fast-paced environment.
3. **Attention to detail:** Able to follow detailed procedures and ensures accuracy in documentation and data.

Educational/Experience Requirements

- Customer contact experience preferred.

Job Complexity

Work requires performance of a variety of operations of a recurring nature.

Supervisory Responsibilities

None

Supervision Received

This position receives routine supervision. Work is performed under general guidelines, procedures and rules. Supervisors review work to ensure completion and accuracy.

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