



THE FARMS

AT BAILEY STATION

A LIFECARE COMMUNITY

Position Description

POSITION TITLE:	Valet/Driver	DEPARTMENT:	Transportation
FLSA:	<i>Non-Exempt</i>	SUPERVISOR:	<i>Resident Programs Director</i>
SUPERVISES:	<i>NA</i>	Revised:	October 2021

POSITION SUMMARY

Responsible for interacting in a courteous and friendly manner with guests, residents, and staff. Assists residents with valet services, parking services and mail/package delivery. Must be able to handle multiple tasks simultaneously.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. This list is not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Park and retrieve resident and guest cars as needed, appropriately tagging and safeguard keys
- Record and deliver all resident packages and special deliveries.
- Take residents, as assigned, to scheduled doctor visits and outings when needed.
- While filling in at the concierge desk, duties will also include scheduling transportation services, taking dining services requests, submitting work order requests and making reservations for various community events.
- Helps coordinate set-up and break-down of events and activities.
- Performs light clerical duties.
- Acts as back-up for answering outside calls.
- Monitors emergency response system and fire alarm panel during daytime hours.
- Other duties as assigned by Supervisor.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Educational Requirements and Experience:

List the educational requirements and minimal experience required to perform this particular job.

Example:

- High school diploma or equivalent.
- Current valid drivers license is required.
- Experience in customer service environment, preferably in a senior living setting.

Knowledge, Skills and Abilities:

Under the following required areas list specific knowledge, skills or abilities necessary to perform this particular job.

- Language Ability:
 - Must be capable of reading, writing and speaking the English language.
- Computer Skills:
 - Must possess general office skills such as use of a copy machine.
 - Must possess the ability to accurately type 20-25 wpm (95% accuracy) and have general computer knowledge, preferably Microsoft Office Suite.
- Competencies (Example):
 - Must express or demonstrate an interest in working with a senior population.
 - Must demonstrate a warm, outgoing personality.
 - Must interact with guests, residents and staff in a courteous and friendly manner.
 - Detail oriented and excellent organizational and follow-through skills
 - Must possess good telephone communication skills.
 - Must be able to work on multiple tasks and able to work with interruptions.

ENVIRONMENTAL ADAPTABILITY

Provide specific environmental conditions and demands involved in this job. Example:

- Works both outdoors and indoors all year.
- Possible exposure to unpleasant odors
- Possible exposure to chemicals as identified in the MSDS Manual
- Subject to bright lighting.
- Extensive contact with the public both in person and on the phone.
- Continuous exposure to residents who are ill, confused, irritable and irrational

PHYSICAL REQUIREMENTS

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

How much on-the-job time is spent in the following physical activities?
Show the amount of time by checking the appropriate boxes below.

	None	<u>Amount of Time</u>		
		Under 1/3 to 1/3	2/3	Over 2/3
Stand		x		
Walk		x		
Sit			x	
Use hands to finger, handle, or feel				x
Reach with hands and arms				x
Climb or balance		x		
Stoop or kneel, crouch, or crawl			x	
Talk or hear				x
Taste or smell		x		

Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below.

	None	<u>Amount of Time</u>		
		Under 1/3 to 1/3	2/3	Over 2/3
Up to 10 pounds				x
Up to 25 pounds			x	
Up to 50 pounds		x		
Up to 100 pounds		x		
More than 100 pounds	x			

Does this job have any special vision requirements? Check all that apply.

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distance and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- No special vision requirements