



### **POSITION DESCRIPTION**

<b>JOB TITLE:</b> Parking Attendants/Ticket Sellers	<b>COMPANY:</b> SMG
<b>DEPARTMENT:</b> Operations	<b>FACILITY:</b> Mohegan Sun Arena @ Casey Plaza
<b>REPORTS TO:</b> Parking Supervisor/Parking Coordinator/ Operations Manager	<b>FLSA:</b> Part-Time, Hourly/Non-Exempt

### **POSITION SUMMARY:**

This position is responsible for the safe and efficient operation of the Parking Department by selling parking tickets and by directing and controlling all traffic to a prescribed parking area for Arena events

### **POSITION RESPONSIBILITIES:**

- Greets and directs guests in a friendly and professional manner
- Sells parking tickets for all ticketed parking events
- Directs all incoming traffic to a designated parking spot, i.e. handicapped, general admission, VIP, event staff, employees, deliveries, back of house, transport, etc
- Secures the assigned parking areas before, during, and after each event
- Checks each parking sector for litter and/or potentially dangerous material and reports and removes such material in a safe manner
- Guides guests to Arena pathways and designated entrances
- Monitors traffic and pedestrian flow to and from the Arena
- Reports all incidents and situations that may affect the operation of the Parking Department
- Performs other tasks as assigned

### **WORK CONTACTS:**

Event day contact with the Parking Supervisor, Parking Coordinator, Box Office staff, and Arena guests

### **SUPERVISORY RESPONSIBILITIES:**

This position does not have supervisory responsibilities.

### **QUALIFICATIONS:**

- Must possess acceptable knowledge of the entire parking area land plot

- Must possess the ability to implement various parking procedures for pre- and post- events in all kinds of weather.
- Must possess the ability to communicate with all guests both verbally (in English) and through the use of hand signals while directing all vehicles to their parking spot.
- Must possess the ability to assess situations and respond appropriately and expeditiously
- Must possess the ability to stand and conduct the proper parking operations in all types of weather conditions for any period of time required to conduct a successful operation. Heavy lifting, climbing, carrying, bending, stooping, and kneeling may be required with this position.
- Must be clean and neat in appearance and follow required dress code for the position.
  - Parking team is required to wear the facility provided fluorescent green parking t-shirt for all events with jeans (no holes/tears) or dress shorts dependent upon weather conditions. Rubber-soled shoes/sneakers/boots are required for safety purposes. Safety coats/vests are required to be worn during inclement weather situations. No tank tops, sweatpants, sandals or flip flops are permitted as part of the uniform.
- Cash handling experience a plus; must pass a Consumer Report Background check if handling cash
- Must possess the ability to stand for considerable lengths of time
- Must possess the ability to work hours as dictated by events
- Must possess the ability to work a flexible schedule to include days, nights, weekends, and holidays, work as part of a team, and have reliable transportation
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job

This job description portrays in general terms the type and level(s) of work performed and is not intended to be all-inclusive or to represent specific duties of any one incumbent. The knowledge, skills, and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training. The company reserves the right to modify, supplement, delete, or augment the duties and responsibilities specified in the position description, in the company's sole and absolute discretion. Duties other than those expressly specified may be assigned from time to time.

Recruiter: Jacqueline Belchick, HR Manager

Hiring Manager: Chad Behrens, Operations Manager

**Positions Available: 10**

**Opening Date: August 28, 2017**

**Closing Date: September 8, 2017**

**SMG is an Equal Opportunity Employer and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRRRA Federal Contractor**

**Applicants that need reasonable accommodations to complete the application process may contact Jacqueline Belchick at 570 970-3508.**