



Parking Attendant

Main Functions:

Working at Blue Heron - Tobermory, Parking Attendants aid in maintaining the grounds at all locations of the Blue Heron Company and helps maintain organization in parking lots for cruise customers.

Reports to:

General Manager

Job Duties:

Parking Attendants perform some or all of the following duties:

- Direct and supervise incoming traffic in Blue Heron Cruise lots
- Assist with crowd control when needed
- Provide accurate and detailed information as required by incoming visitors
- Maintain a clean and orderly environment on site
- Fill brochure boxes on site
- Changing priorities may be assigned

Essential Skill Requirements:

- Ability to work with minimal supervision
- Continuous learning
- Ability to locate and find needed information without direct supervision
- Ability to work with others
- Customer Service
- Punctual, meticulous and reliable
- Knowledge of the Tobermory area to answer questions from patrons

Working Conditions:

- No shifts will begin before 7:00am or end after 10:00pm.
- Parking Attendants are entitled to a ½ hour unpaid lunch and two 15 minute coffee breaks paid time – but the time this is taken should be flexible
- Outdoor Maintenance Personnel are frequently working outdoors, exposed to noise and a regular flow of people.
- Must wear Blue Heron Company approved uniform at all times. Please see Employee Handbook for details.