



Internal Posting for Parking Attendant positions – Brentwood Regatta Weekend April 28-May1

**Parking Attendant (\$12.25 per hour)**

Main Duties:

1. Assist visitors to enter and exit School parking areas safely;
2. Use hand signals and batons to direct vehicle drivers to designated areas or spots to take most efficient advantage of available spaces;
3. Position or remove barricades / ropes to encourage or prevent parking in certain areas;
4. Ensure No Parking areas are enforced and access for emergency vehicles is clear at all times;
5. Respond to visitor requests for information;
6. Report extraordinary or emergency situations to the Senior Parking Attendant or other School officials immediately.

**Senior Parking Attendant (\$15.75 per hour)**

In addition to performing all duties of the Parking Attendant, the Senior Parking Attendant is responsible to:

1. Supervise and assist a crew of Parking Attendants;
2. Diplomatically and professionally deal with:
  - a. non-routine issues and incidents;
  - b. special parking requests;
  - c. persistent and non-obliging drivers;
  - d. minor collisions;
  - e. emergencies (medical and otherwise)
  - f. providing VIP valet service.

Working Conditions:

- Friday, Saturday, Sunday, April 28-May 1;
- involves working morning, afternoon and evening hours;
- variety of weather conditions (sun / rain / wind);
- standing for extended periods of time;
- preferred applicants possess Level 1 First Aid certificate

Employees of Brentwood College School who are interested in applying for this temporary position are invited to send a letter of application to the Human Resources Department:

Fax (250) 743-8446; E-mail: [hr@brentwood.bc.ca](mailto:hr@brentwood.bc.ca)