



Job Title: Valet Attendant

Location: Hazeltine National Golf Club

Department: Clubhouse

Reports To: Clubhouse Manager

Position Summary:

The Valet Attendant at Hazeltine National Golf Club is responsible for managing the arrival and departure of vehicles for members and guests. This role ensures the safe and efficient parking and retrieval of vehicles while delivering a high level of personalized service. The Valet Attendant serves as a first point of contact at the club, reflecting its commitment to hospitality, professionalism, and attention to detail. This position requires strong communication skills, situational awareness, and the ability to work in a fast-paced, outdoor environment.

Key Responsibilities:

- Greet all members and guests promptly and warmly upon arrival.
- Safely and efficiently park and retrieve vehicles in accordance with club standards.
- Assist members and guests with luggage, golf clubs, and other belongings as needed.
- Maintain the valet area to ensure it is clean, organized, and welcoming at all times.
- Provide directions and general information about the club's facilities and events.
- Communicate effectively with fellow team members, golf services staff, and management.
- Uphold the highest standards of professionalism, appearance, and customer service.

Qualifications:

- Must possess a valid driver's license with a clean driving record.
- Ability to drive both manual and automatic transmission vehicles.
- Strong interpersonal and communication skills.
- Professional, friendly, and customer-focused demeanor.
- Ability to work flexible shifts, including evenings, weekends, and holidays.
- Must be able to stand, walk, and run for extended periods and work outdoors in various weather conditions.

Preferred Experience:

- Previous experience in valet, hospitality, or luxury customer service is preferred.
- Familiarity with golf club operations or private club service standards is a plus.