Parking Attendant Job Description
Final
Revised 5/22/19

Reports to: The shift foreman or welfare farm manager

Minimum Requirements
- Able to walk and direct people to where cars can park
- Understand the parking layout
- Be friendly

1. Individuals should arrive 10 minutes prior to the start of their shift.
2. Report to sign in table.
3. Put on an orange vest and get an orange flag at the sign in table
4. If necessary, help place the parking and exit signs in the orchard as instructed.
5. Coordinate all vehicle parking in lower, middle, and upper orchards as follows:

    a. Lower Orchard – direct cars to park in a row in the open area below the sign in table.

    b. Middle and Upper Orchard
        i. Entrance will be on the driveway just south of section G – the second exit from the north along Foothill Drive.
        ii. Park cars diagonally along Foothill Drive on both the east and west sides of the parking area. The west row will be parked next to Foothill and will be facing the ditch along Foothill. The east row will be on the east side of the area facing the orchard. This row will start just to the south of the sign in table and porta-potties.
        iii. This configuration can extend south along Foothill all the way to the main welfare farm driveway if necessary.
        iv. Do not park cars north of the sign in table along Foothill until the platform is finished picking in section G. If cars are parked there while the platform is working in section G there is not room for it to safely turn around.
        v. If the parking area fills up ask the foreman or farm manager where to park cars.
        vi. For exit use either the middle driveway off Foothill or the main welfare farm driveway all the way to the south.

6. Be friendly and help anyone with questions about where to go and what to do.
7. Return the orange vest and flag to the sign in table at the end of the shift.

Volunteers may want to bring their own chair, umbrella, water, food, and flashlight for this assignment.

Thank you for your patience and cheerful attitude!