

March 6, 2017

Shuttle Driver

Contact: Mike Tucker, Maintenance Director

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General Description:

To safely transport members and their belongings to and from Granite Falls Swim and Athletic Club and their parking areas.

Duties and Responsibilities:

- Convey passengers to and from predetermined locations.
- Assist passengers in loading and unloading their belongings into and out of the vehicle.
- Provide friendly customer service.
- Carry out regular check on the shuttle vehicle before and after each day's run.
- Obey all traffic rules and regulations guiding the operation of shuttle services.
- Dress in a neat and professional manner by wearing the provided green Granite Falls issued polo shirt and nametag.
- Police grounds and vehicle for trash.
- Direct members to available parking slots within Granite Falls' parking areas.

Physical Requirements and Demands:

The Shuttle Drive may be lifting and carrying member's bag and coolers. The Shuttle Driver will be expected to perform daily cleaning of vehicle.

The Shuttle Driver will be working in a busy and often noisy environment where there may be a number of situations happening at once. He/She must be calm and willing to help passengers and able to multi task and prioritize effectively while maintaining composure. It will be necessary to walk all three parking lots throughout his/her shift to assess parking availability and pick up litter.

Education	High school completion or equivalent
Experience	Minimum of 2 years hands on experience driving a vehicle
Degrees, Licensure, and/or Certification	A valid, current drivers license and clean driving history
Knowledge, Skills, and Abilities	Excellent customer service and communication skills. Must be willing to work flexible shifts and weekends.