



**Job Title:** Parking Attendant-Security  
**Location:** The Residences at Benning Metro, Washington, DC 20019  
**Type:** Full Time  
**Department:** Plant Operations  
**Reports to:** Executive Director  
**Status:** Non-Exempt

**Job Summary:**

The Parking Attendant and Security role is responsible for ensuring the facilitate efficient and safe parking of vehicles using lifts and other designated parking spots. This role works within the community team to maintain a secure and safe environment for all residents, visitors, and staff.

Parking Attendant will collect and secure keys from employees and visitors, control access to the property and assist patrons with questions regarding entering the community and how to retrieve their vehicle. This role also includes conducting community walk-through and monitoring camera surveillance, and performing other security duties in order to protect the community and all individuals against fire, theft, and vandalism.

In this role, associate must be able to intervene in situations involving combative individuals and assist in de-escalating potentially violent behavior.

**Duties and Responsibilities:**

- Monitor and track vehicles entering and exiting the parking area
- Safely operate and manage the vehicle lifting system
- Direct visitors to alternate parking options
- Label and secure keys in a lockbox
- Provide customer service while enforcing safety and security procedures, site-specific policies and when appropriate, emergency response activities
- Respond to incidents and critical situations in a calmly and with sound problem solving manner
- Conduct regular and random patrols throughout the community and surrounding exterior areas
- Maintain appropriate visitor logs as required.

**Minimum Qualifications:**

- Be at least 18 years of age
- As a condition of employment, applicants will be subject to a background investigation in accordance with all federal, state, and local laws.
- Education: High School Diploma or equivalent (GED)
- Certification / License: CPR preferred.
- A valid driver's license with a clean driving record for 3+ years
- Ability to obtain DOT driving certification
- Ability to safely operate a vehicle lift system
- Ability to properly position a vehicle on lifts to prevent damage or safety risks
- Ability to inspect lift equipment prior to use and report any malfunctions
- Ability to operate manual and automatic vehicles

- Must be able to work nights and weekends
- Experience: Minimum 1 year of Security experience. Assisted Living or Healthcare Experience preferred.
- Must be comfortable working with computer software for daily documentation.
- Excellent communication and customer service skills required

**Physical Demands:**

- Physically able to move at least 50 lbs. without assistance.
- Physically able to walk, bend, reach, and work in small areas.
- Physically able to push and pull equipment and furnishings.

**Benefits:**

Full time position offers a competitive benefit program to include Medical, Dental, Vision, Health FSA, Dependent Care FSA, Short-Term Disability, Long Term Disability, Life Insurance, Home and Auto Discount program, Vendor Discount Program, 401(k) with matching contribution, Accrued Vacation, Sick, and Personal time and Paid Holiday Benefit. Employee referral bonus, and resident referral bonus.

**To apply or refer a qualified applicant please send completed application and/or resume to Torshie Brice at [tbrice@hallkeen.com](mailto:tbrice@hallkeen.com)**