# Waukesha State Bank

151 E. Saint Paul Ave – P.O. Box 648 Waukesha WI 53187-0648
Phone: (262)549-8506 Fax: (262)574-4209 e-mail: hr@waukeshabank.com

## Operations
## Lot Attendant

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|---|---|
| **Part-Time Hourly** | 20-25 hours per week, including several weekday shifts of 1pm – 5pm and rotating Saturdays 7:30am – 12:15pm<br>Must also be available to pick up other Lot Attendants' shifts as needed |
| **Job Duties:** | Lot Attendants are responsible for greeting and assisting customers at the Downtown Waukesha Office and monitoring all customer activity when the bank is open, both inside and outside the bank. Specific duties include:<br>• Acknowledge every customer, by name if possible, open the lobby doors for customers and assist with carrying items, answering questions or directing them to appropriate bank personnel<br>• Monitor all lobby activity and report any suspicious activity to appropriate bank personnel<br>• Monitor the customer parking lot to assist customers with parking and ensure that the lot is only used by bank customers<br>• Periodically walk through non-public areas inside the bank to ensure only employees are present<br>• Periodically walk the outside perimeter of the bank to monitor appearance/safety and ensure no suspicious activity occurs<br>• Periodically check the employee parking lot for suspicious activity or unauthorized vehicles<br>• Perform closing security tasks at the end of the day<br>• Monitor the employee parking lot during Daylight Savings<br>• Perform a morning security check before opening the bank to employees, and monitor the employee entrance before the bank is opened to the public on scheduled Saturdays<br>• Perform additional duties as assigned |
| **Job Qualifications:** | • Genuine commitment to Friendly customer service<br>• Attention to detail and consistent follow-through<br>• Strong work ethic and the ability to work independently<br>• Desire to work in a community bank and represent WSB in a professional and ethical manner at all times |
| **Preferred Skills:** | • Fluency in Spanish a Plus! |

**• Excellent Benefits • Equal Opportunity Employer**