 ***Find your Place in Parking Heaven with K-7!***

**UPMC Hillman Cancer Center**

**Address:** 5115 Centre Ave, Pittsburgh, PA 15232

**MOM:**  412-885-4952

**Supervisor:** Joe Kelley

**Lead:**  Brandon Bates

**Type of Operation:** Full valet internal garage

**Operating Hours:** M-F 5:45am – 7pm

**Team Member Type:** **C**ertified level

**Uniforms:** UPMC shirts / hats
 Black pants / shorts / shoes

**Smoking:** NO SMOKING PERMITED AT UPMC FACILITIES

**Requests:** requests@k7parking.com

**Payroll:**  payroll@k7parking.com

**Claims:**  claims@k7parking.com

**Safety Concerns:**

**Poles, key security, garage ramp, patient limitations, garage navigation**

* Be very attentive at all times, customers will try and park themselves and get their own vehicles
* Always have a lock box key
* Lockboxes go on windows and boxes are closed
* Drive slow in garage
* The sections in the garage are as follows:
	+ 1, 1b, 1w
	+ 2, 2s, 2t
	+ 3, 3t
	+ xx, x-ramp
* Always check ticket for location before parking the vehicle
* When writing tickets and greeting, always open door and offer a wheelchair
* Always alert the ticket writer via walkie talkie on remaining spaces in each section
* Bathroom is located in garage in the K-7 office or on level G past the gift shop
* Food breaks and bathroom breaks are taken when possible. Always notify location lead before going on break