TITLE: Used-Vehicle Lot Porter

REPORTS TO: Used-Vehicle Manager

POSITION INFORMATION:

The Used-Vehicle Lot Porter moves and cleans vehicles, keeps the used vehicles in sound working condition, and helps the Used-Vehicle Manager as requested.

DUTIES AND RESPONSIBILITIES:

(Dealer: For each job function, check ''E'' if it is essential in your dealership or ''M'' if it is marginal.)

E( ) M( ) Clean interior and exterior of used vehicles, including the trunks and glove compartments.

E( ) M( ) Repair and change tires.

E( ) M( ) Keep used-vehicle lot neat and orderly, moving cars as directed by the used-vehicle manager and in accordance with dealership display standards.

E( ) M( ) Clean and change spark plugs.

E( ) M( ) Replace windshield wiper blades and arms.

E( ) M( ) Replenish fluids for battery, radiator, crankcase, transmission, and brakes.

E( ) M( ) Pick up vehicles from and deliver vehicles to customers.

E( ) M( ) Replace batteries in used vehicles.

E( ) M( ) Clean new vehicles.

E( ) M( ) Pick up parts from parts department.

QUALIFICATIONS:

Ability to read and comprehend instructions and information. One year of experience as an automotive helper. Valid driver's license and a good driving record. Neat appearance. Good judgment.

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WORKING CONDITIONS:

This is a physically demanding position. The Used-vehicle Lot Porter will stand six to eight hours per day. S/he will lift parts weighing up to 70 pounds several times during a shift. Will stoop, kneel, crouch, crawl, reach, handle, and feel. Will be exposed to noise, vibration, dust, exhaust fumes, and a variety of other hazardous and nonhazardous materials.

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NOTE:

This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the dealership reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel, work load, rush jobs, or technological developments).

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the dealership has a similar right.

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Employee's Name Employee's Signature Date

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Supervisor's Name Supervisor's Signature Date

We are an Equal Opportunity Employer