TITLE: Lot Attendant

REPORTS TO: Service Manager

POSITION INFORMATION:

The Lot Attendant verifies receipt of new vehicles delivered to the dealership and parts vehicles in the new-vehicle lot in an orderly manner.

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( ) Compare serial numbers of incoming cars against invoice.

E( ) M( ) Inspect vehicles to detect damage and to verify the presence of accessories listed on the invoice, such as spare tires and radio and stereo equipment.

E( ) M( ) Record the description of damages and list missing items on the delivery receipt.

E( ) M( ) Park new vehicles in assigned areas.

E( ) M( ) Assign stock control numbers to cards.

E( ) M( ) Catalog and store keys.

E( ) M( ) Following a sale, repark the vehicle to maximize use of space, and keep the lot in order.

E( ) M( ) Deliver sold vehicles to the new-vehicle preparation department.

E( ) M( ) Service vehicle in storage to protect tires, battery and finish against deterioration.

QUALIFICATIONS:

Ability to read and comprehend instructions and information. Valid driver's license and a good driving record. Good judgment.

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WORKING CONDITIONS:

This is a physically demanding position. Will stand six to eight hours per shift. Will lift parts weighing up to 70 pounds several times during each shift. Will drive vehicles. Will be exposed to noise, vibration, dust, exhaust fumes, and 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