

## **Lot Porter/ Lot Attendant**

### **Summary:**

Verifies receipt of and performs a damage inspection on new vehicles delivered to the dealership. Parks vehicles in the new-vehicle lot in an orderly manner.

Moves and cleans vehicles, keeps used vehicles in sound working condition, and helps the used-vehicle manager as requested.

**Essential Duties:** Include the following. Other duties may be assigned.

Keeps used-vehicle lot neat and orderly, moving cars as directed by the used-vehicle manager and in accordance with dealership display standards.

Cleans interior/exterior of used vehicles, including the trunk, glove compartment, tires, windows, etc. as needed.

Picks up vehicles and delivers vehicles to customers as directed by management.

Starts vehicles daily and reports any problems or concerns.

Picks up parts from parts department.

Performs light maintenance on vehicles as needed, i.e., replaces windshield wiper blades, repairs or changes tires, replenishes fluids, etc.

Keeps vehicles fueled.

Ensures that required forms/stickers have been completed and are properly displayed.

Compares serial numbers of incoming cars against invoice.

Inspects vehicles to detect damage and to verify the presence of accessories listed on the invoice.

Records the description of damages and lists missing items on the delivery receipt.

Parks new vehicles in assigned areas.

Catalogs and stores keys.

Assign stock control numbers to cars.

Moves sold vehicles to maximize use of space and keep the lot in order.

Delivers sold vehicles to the new-vehicle preparation department.

Services vehicles in storage to protect tires, battery, and finish against deterioration.

**Must have a valid driver's license and an insurable driving record.**