

PORTER JOB DESCRIPTION

Porters work with the service and sales departments moving vehicles around the dealership lot and retrieving vehicles for customers when service is complete.

As with all positions within dealerships, *porters* are expected to uphold the highest ethical standards.

Job Duties

Preparing vehicles to be serviced by putting down mats and plastic to protect interiors, making key tags and driving vehicles from the service lanes to the service stalls.

- Moving vehicles not currently being serviced and keeping an orderly area so that vehicles can be easily found and moved.
- Keeping the service drop-off area clean and free of debris.
- Retrieving newly-serviced vehicles for customers.
- Emptying trash containers, cleaning Service Bays, employee and customer bathrooms.
- Picking up and dropping off parts at local repair shops and stores.

Job Requirements

A driver's license as well as a clean driving record is necessary for this position. Porters must be able to operate a standard shift and must be neat and courteous to customers. People working within the automotive retail industry often have to work extended hours, evenings and weekends to achieve their goals.

Education Requirements

Porters should have a high school diploma or equivalent. There is on-the-job training.

Career Path

Porters may move up in the dealership with the sales, service or parts departments with the right on-the-job experience and proper training.

Physical Demands

Working in the automotive industry can be physically demanding. Certain positions require employees to spend most of their workday on their feet and to carry heavy and awkwardly sized items. A reasonable level of physical fitness and flexibility is beneficial.

Hours

Hours worked will vary depending on the applicants school schedule and will be discussed during interview process.

Dealership is Open Monday to Saturday 7:30 am to 7:00 pm (M-Th), 7:30 Am to 6:00 pm (T, W & F) and Sat (8:00 am to 3:00 pm)