



Title of Position: Porter

Immediate Supervisor: Parts and Service Manager

Department: Service

FLSA: Non Exempt

Summary:

Responsible for general overall housekeeping of the service department and delivery pads. This individual must clean and maintain the service and delivery pad areas of the dealership while demonstrating professional personal behavior. This individual is responsible for driving and running through the car wash customer vehicles as necessary.

Essential Duties and Responsibilities:

Clean and maintain service areas of dealership facility.

Clean shop floors and shop benches on a continuous basis and pressure clean floors six (6) days per week, empty all trash and drive to receptacle for disposal.

Inspect parking lot areas and service floors to keep them free of trash and debris.

Inspect walls and doors of service facility and clean when appropriate.

Give customers rides to their home, employer or designation requested.

Wash customers cars and trucks when service work is completed before delivering the car back to the customer. Maximize our Service Satisfaction score by ensuring that each customer's car is being returned thoroughly clean.

Support other porters for new cars and used cars when overload occurs and assist service lane porters when necessary.

Aggressively and cheerfully perform or insure performance of any and all activities necessary to improve and maintain the highest possible dealership customer satisfaction level.

Demonstrate professional personal behavior.

Conduct oneself in a manner that brings credit to the dealership 100% of the time.



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Dress in a manner in accordance with the policy of the dealership (see policy and procedure manual for descriptions for your department).

Help build a positive image in relationships with fellow employees.

Be at work on time and maintain good attendance is a condition of employment and is an essential function of the job.

Any other duties as assigned by supervisor.

Qualifications:

Must possess a valid in-state driver's license and clean driving record.

Must be able to stand and bend for six to eight hours, and have no physical limitations that would prevent you from performing the work.

Must be able to kneel/squat and bend/stoop for six to eight hours and have no physical limitations that would prevent you from performing the work.

Must be able to walk and climb for six to eight hours.

Must be able to push and pull machinery and receptacles for six to eight hours.

Must be able to reach forward and overhead four to six hours.

Must be dependable, honest and trustworthy.

Good judgement.

Ability to handle machinery safely.

Must be able to lift and carry a minimum of 40 lbs. and up to a maximum of 65 lbs.

Must be able to drive a manual transmission.

Disclaimer:

This job description does not constitute an exhaustive list of responsibilities and management may revise it at any time.