



## **LOT PORTER JOB DESCRIPTION**

**Reports To: General Manager**

### **Job Summary**

Lot Porter for Arizona trailers is responsible for helping the dealership to run smoothly through the preparation of trailers for sale, the maintenance and appearance of the lot, and other tasks as instructed by the general manager.

### **Tasks/Responsibilities**

- Keeping the grounds clean and presentable as a retail dealership.
- Staging and preparing trailers for sale by checking wheel lugs, tires, lights, couplings for proper fitting.
- Check wheel lugs, tires, lights, and couplings for proper fittings before trailer goes to the customer
- Assist in the unloading of trailers
- Maintain general knowledge on products for sale.
- Shop upkeep; maintain cleanliness and order, cleaning of work area, bathrooms, and office.
- Manage inventory of accessories, parts, tires, hitches, etc.
- Perform other duties and special functions as delegated or requested by the General Manager.

### **Experience**

No experience needed. Needs to display integrity, willingness to work hard by taking the initiative to complete tasks without being directed, and interpersonal skills (ability to work with others without creating drama). Ability to speak Spanish, and welding skills are a plus.

This position is paid hourly with bonuses paid out for every trailer sold at the end of the month.

**Email completed job application and resume to: [chloe.azt@gmail.com](mailto:chloe.azt@gmail.com)  
1450 W Chambers St. Eloy AZ, 85131**



**LOT PORTER  
JOB DESCRIPTION**

I have reviewed this job description and I understand all my job responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified in this job description that I am asked to perform, I should discuss them with my immediate supervisor. I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor. I have discussed any questions I may have had about this job description prior to signing this form.

Employee Name \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

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