



Example of Porter Job Description

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Our company is growing rapidly and is looking for a porter. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for porter

- Maintains a high standard of customer service
- Maintenance/clean up outside of the building by visually inspecting sprinkler system for proper function, picking up debris and trash that may be in the parking lot or bushes
- Compares serial numbers of incoming vehicles against invoice
- Inspect vehicles for loose or misaligned items such as trim, doors and hardware
- Sign or otherwise acknowledge an acceptance slip for each vehicle delivered
- Activate power equipment such as electric windows, seats, radio, horn, lights, and directional signals to ensure specified operating standards
- Replaces all traces of any protective films or coverings applied for shipment
- Responsible for insuring that inventory is clean and properly displayed and aligned at all times
- Responsible for assisting "auto stickers" with the replacement of printed material on vehicle inventory
- Will assist sales staff with the delivery process as needed, including, but not limited to, putting fuel in vehicles, parking vehicles in designated area, assisting with inspection process, checking on vehicle cleanliness, mileage

Qualifications for porter

- Attend all dealership and department meetings when requested

- To assist as directed in emergency contingency procedures including Fire, Major Incident, Bomb Threat, loss or interruption to communications, loss or interruption of utility services
- To undertake the routine and periodic cleaning of patient wheelchairs as prescribed by the Deputy Portering and Domestic Manager
- Transport and escort patients between wards and departments
- Assist the transfer of patients from surface to surface