



LOT MANAGER / SALES FACILITATOR

POSITION RESPONSIBILITIES

This position supports the overall appearance, organization, cleanliness, and day-to-day flow of Rocket Coast RV's lot, sales, service, storage, and shop areas. The Lot Manager / Sales Facilitator is expected to take ownership of assigned areas, notice issues before they become problems, and help keep units and workspaces customer-ready.

1. LOT & GROUNDS MAINTENANCE

- Maintain the overall appearance of the property, lot, building exterior, landscaped areas, and common areas.
- Mow grass and keep lawn areas neat and presentable.
- Trim and edge grass along pavement, curbs, sidewalks, buildings, landscaping beds, and fence lines.
- Remove weeds from grass, landscaped beds, cracks, curbs, and other visible areas.
- Blow grass clippings, leaves, dirt, and debris from pavement, sidewalks, entrances, and common areas.
- Trim or lightly prune shrubs, bushes, and other landscaping as needed to maintain a clean appearance.
- Water plants or landscaping when needed and communicate any irrigation, drainage, or landscaping concerns.
- Pick up trash and debris throughout the property and keep customer-facing areas clean.
- Keep dumpster and trash collection areas clean, orderly, and free of loose debris.
- Keep the showroom exterior, front entrance, walkways, and visible customer areas clean and presentable.
- Report property damage, safety hazards, lighting issues, broken fixtures, or other facility concerns to management.

2. SALES UNIT FACILITATION & PRESENTATION

- Coordinate and facilitate sales units that need interior and exterior cleaning.
- Prepare sales units so they are clean, organized, and presentable for customer showings and deliveries.
- Perform or assist with exterior washing and basic exterior cleanup of sales inventory.
- Perform or assist with interior cleaning, including floors, counters, cabinets, windows, bathrooms, kitchens, and visible surfaces.
- Remove trash, personal items, leftover materials, and unnecessary clutter from sales units as directed.
- Stage or position sales inventory in designated areas so units are accessible and presented professionally.
- Assist with final presentation and readiness of units before scheduled sales deliveries.
- Communicate any visible damage, cleanliness concerns, missing items, or maintenance needs discovered while preparing sales units.

3. SERVICE UNIT CLEANING & SUPPORT

- Clean the exterior of service units when assigned, including basic wash-down and removal of dirt or debris.
- Clean the interior of service units when assigned so units are returned to customers in a clean and professional condition.
- Remove shop-related debris, protective materials, dust, fingerprints, and other mess left from service work.
- Communicate any additional concerns noticed during cleaning to the appropriate service staff or management.
- Help keep service staging and customer pickup areas clean, organized, and ready for incoming or completed units.

4. STORAGE LOT OVERSIGHT

- Regularly observe storage areas and communicate any units that appear to need attention.
- Report units with visible maintenance concerns, cleanliness issues, damage, flat tires, open compartments, leaks, low or damaged covers, or other noticeable problems.
- Report debris, unsafe conditions, blocked access areas, or property concerns within the storage lot.
- Assist with keeping storage lanes, common areas, and customer-access areas clean and passable.
- Support storage sales or customer storage intake as assigned, including helping direct customers to appropriate areas.

5. UNIT MOVEMENT & LOT ORGANIZATION

- Move RVs, trailers, and other units around the property as needed and only when authorized.
- Position units for service, cleaning, storage, sales presentation, customer pickup, or delivery.
- Keep lot lanes, access points, service bays, gates, and customer areas clear whenever possible.
- Use safe backing, spotting, hitching, and movement practices and ask for a spotter when needed.
- Communicate any damage or concerns noticed before, during, or after moving a unit.
- Keep keys, hitch equipment, and movement-related items organized according to company procedures.

6. SHOP & WORK AREA ORGANIZATION

- Organize and maintain the shop area so tools, parts, supplies, and equipment remain neat and accessible.
- Return tools, equipment, carts, hoses, extension cords, cleaning supplies, and other shared items to designated locations.
- Keep floors, walkways, work areas, and common areas free of unnecessary clutter and trip hazards.
- Assist with trash removal, sweeping, basic cleanup, and general shop housekeeping.
- Notify management when cleaning supplies, lot supplies, landscaping materials, or commonly used items are running low.
- Help maintain a professional appearance in customer-visible work areas.

7. GENERAL FACILITY & TEAM SUPPORT

- Assist with yard, facility, cleanup, organization, and property tasks as assigned.
- Help prepare the facility for customer visits, deliveries, events, busy weekends, or special projects.
- Support sales, service, storage, and parts teams with reasonable lot or facility-related tasks when needed.
- Take initiative to address obvious cleanliness or organization issues without waiting to be asked.
- Communicate clearly with management and coworkers about completed work, concerns, unit status, and tasks that still need attention.
- Maintain a professional attitude and appearance when interacting with customers, vendors, and coworkers.

8. SAFETY, CARE & ACCOUNTABILITY

- Operate company vehicles, equipment, lawn equipment, and unit-moving equipment safely and responsibly.
- Follow company safety procedures and use appropriate personal protective equipment when required.
- Use care when working around customer-owned RVs, vehicles, buildings, landscaping, and equipment.
- Immediately report accidents, damage, injuries, spills, or unsafe conditions.
- Protect customer property and company property from avoidable damage.
- Maintain a valid driver's license and remain able to safely perform unit movement duties.
- Complete assigned responsibilities consistently, efficiently, and to a professional standard.

Growth Opportunity: This position can lead to future promotions as the employee develops skills, takes on additional responsibility, and demonstrates strong performance across lot, sales, service, and storage operations.

Compensation: \$800 per week plus commissions on sales deliveries, work intake, and storage sales.

Responsibilities may be adjusted or expanded based on business needs, workload, safety requirements, and employee development.