

Car Wash Attendant

POSITION TITLE:	Car Wash Attendant
DEPARTMENT:	Car Wash
APPOINTING AUTHORITY:	Car Wash
SUPERVISOR:	Car Wash General Manager and Assistant Managers
DIRECT REPORTS:	None
FLSA CLASSIFICATION:	Non-Exempt (Hourly)
DATE APPROVED:	May 3, 2017

POSITION SUMMARY

The primary function of the Car Wash Attendant is to provide excellent customer service, perform cashiering duties and assist customers through the entire car wash processes.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under direct supervision of the Car Wash Manager and/or Assistant Manager this position will have the following responsibilities:

- Greets and welcomes customers
- Takes customer orders and enter into the POS System
- Collects cash, credit card, or gift card payments from customers, processes payment and provides change.
- Balances drawer by counting cash at the beginning and ending of shift.
- Directs and assist customers to go through the Car Wash
- Monitors and inspects the car wash tunnel for any malfunctions or emergencies
- Assists customers with various questions.
- Assists with troubleshooting issues at the vacuum stations.

COLLATERAL DUTIES

- Pick up trash and keep Car Wash area clean as needed.
- Collect recyclables
- Put out cones as needed
- Traffic control
- Other duties as assigned.

QUALIFICATIONS

Knowledge, Education and Experience

- **General Skills** –Excellent customer service, communication, and problem solving skills. Ability to multi-task, work independently or as a team, work under pressure, prompt, basic mathematical skills, and flexible.
- **Computer Skills** – Ability to operate a POS system.

TOOLS AND EQUIPMENT THAT MAY BE USED

Computer/cash register, and credit card machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stand for long periods of time, move around the facility from one location to another, talk, hear, use fingers to type, handle or feel and reach objects and lift and/or move objects 10 pounds or less. The employee may occasionally need to kneel, crawl, stoop, bend and lift and/or move items 30 pounds or more. Specific vision ability required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust and focus.

WORK ENVIRONMENT

- This position primarily operates in an outdoor environment including the hot sun and required to move about the facility in the various weather conditions.
- This position is frequently exposed to moving mechanical parts, vibration and high levels of noise from various car wash machinery and equipment.
- This position is requires work on weekends and holidays.

NOTES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee; employment continues to be at-will. Job description is subject to change by the employer as the needs of the employer and requirements of the job change.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.