

Title: Porter/Detailer

Description: Shuttle vehicles and customers off premises
Clean and detail vehicles after repairs are complete.
Assist in keeping the parking lot open and organized.

Qualifications

For Job: Able to understand directions and complete job tasks.
Have a clean DMV and background check
Pass Pre-employment drug test
Maintain a positive attitude

Immediate

Supervisor: Location Manager/Production Manager

Responsibilities:

- Clean and detail vehicles after repairs are completed.
- Follow established cleaning and detail procedures.
- Complete all assigned duties and other requests of management.
- Maintain a good working relationship with all employees and management.
- Follow management direction and perform other job tasks when assigned by management.
- Help pickup customers or their vehicle before and after repairs.
- Assist in moving vehicles each day to for the purpose of production, customer convenience and sublet repairs.
- Facilitate moving cars as required throughout the day.
- Detail car per established procedures.
- Maintain all tools and equipment used in your area.
- Follow maintenance schedule and report any repairs necessary.
- Remove objects on the ground in the detail area and clean work area thoroughly.
- Assist in emptying all garbage cans into the large dumpsters.
- Cut up cardboard boxes as needed.

Work Schedule: Monday – Friday start times assigned by management.