Job Title: Car Washer  
Department: Sales  
Reports To: Inventory Coordinator/GSM  
Revised Date: March, 2011

SUMMARY  
Assist sales management in arranging and displaying of lot vehicles. Cleans new and used vehicles for Village Chevrolet and Wayzata Collision Center. Assists service and sales departments as necessary.

DUTIES AND RESPONSIBILITIES

PROCESS/Housekeeping
1. Maintains showroom, house demo and stock vehicles in clean and presentable condition at all times.
2. Transports vehicles between dealerships, guarantees customer pick-up and delivery; jump start and move vehicles; obeys all posted speed limits and motorized vehicle regulations and laws.
3. Fills vehicle with fuel, if needed.
4. Performs snow removal from service vehicles; walkways and lot.
5. Keeps work area and dealership neat and clean and organize supplies and equipment.
6. Washes vehicle exterior, cleans interior and exterior windows, wipes down doorjambs, applies dressing on tires and tire wells and also removes plastic as necessary.
7. Vacuums interior of vehicles and trunks to remove loose dirt and debris.
8. Operates all tools and equipment in a safe manner; uses proper eye, hand, and body protection when using products that require protection. Reports any safety issues immediately to management & knows where & how to use MSDS sheets.
9. Assists service and sales departments when needed (i.e. running errands, lot maintenance, helping with customers).

Performs other duties as assigned.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES
1. No prior experience or training.
2. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
3. Ability to add, subtract, multiply and divide.
4. Ability to understand and carry out detailed but uninvolved written or oral instructions.
5. Valid Driver's License, acceptable driving record and at least age 18 years of age required to drive company or customer vehicles.

PHYSICAL DEMANDS
1. Regularly required to stand, walk, talk, hear, reach with hands & arms, use hands to finger, handle, or feel; & frequently required to stoop, kneel, crouch.
2. Regularly lift and/or move up to 10 pounds; occasionally lift and/or move up to 50 pounds.
3. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
4. Must be able to work a consistent and predictable schedule as determined by management and business conditions.

WORK ENVIRONMENT
1. Regularly exposed to (outside) wet and/or humid conditions, moving mechanical parts, & fumes or airborne particles; frequently exposed to toxic or caustic chemicals; & is occasionally exposed to outside weather conditions and risk of electrical shock.
2. The noise level in the work environment is usually loud.
Village Automotive Group
Job Description

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Individuals must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualified applicants and current employees will receive consideration for employment in this, and all, positions at Village Automotive Group without regard to race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, or any other status protected by applicable law.