**JOB DESCRIPTION**

**DETAILER**

**JOB TITLE:** Detailer

**OBJECTIVE**

Cleans and refurbishes new and used vehicles. Conforms to dealership and manufacturer specifications and time allowances.

**PRIMARY RESPONSIBILITIES**

* Washes vehicle exterior, cleans interior and exterior windows and wipes down doorjambs.
* Applies wax to auto body and wipes or buffs surface.
* Vacuums the interior of vehicles to remove loose dirt and debris.
* Cleans upholstery, rugs, and other surfaces, using appropriate cleaning agents, applicators, and cleaning devices.
* Applies revitalizers and preservation agents to interior vinyl or leather surfaces and treats fabrics with spot- and stain-resistant chemicals.
* Cleans engine and engine compartment with steam-cleaning equipment and various cleaning agents.
* Applies special-purpose cleaners to remove foreign materials that standard cleaning procedures do not remove, utilizing experience and judgment and following product manufacturer's recommendations.
* Inspects vehicles for noticeable defects, such as dents, scratches, torn upholstery, and poor mechanical operation.
* Restores the appearance of the engine area, rugs and upholstery, and painted surfaces. Uses touch-up paint, dyes, and other appropriate materials.
* Uses proper eye, hand, and body protection when using products that require protection.
* Fills vehicle with fuel.
* Applies dressing on tires and tire wells.
* Replaces missing or defective small parts.
* Always maintains showroom and stock vehicles in clean and presentable condition.
* Ensures proper stickers are displayed in the vehicle's window.
* Removes all window stickers on sold vehicles.
* Keeps work area neat and clean.
* Safely operates all tools and equipment.
* Reports any safety issues immediately to management.
* Other tasks as assigned.

**ADDITIONAL RESPONSIBILITIES**

[If applicable.]

**SUPERVISORY RESPONSIBILITIES**

[If applicable.]

**QUALIFICATIONS**

An individual must perform each essential duty satisfactorily to perform this job successfully. The requirements below represent the required knowledge, skill, and ability. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION and EXPERIENCE**

* No prior experience or training.
* Less than high school education; or up to one-month related experience or training; or equivalent combination of education and experience.
* High school diploma or general education degree (GED); one to three months related experience or training; or equivalent combination of education and experience.
* One year certificate from college or technical school; or three to six months related experience or training; or equivalent combination of education and experience.

**VERBAL SKILLS**

* Ability to read a limited number of two- and three-syllable words and recognize similarities and differences between words and series of numbers. Ability to print and speak simple sentences.
* Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**MATH SKILLS**

* Ability to add and subtract two-digit numbers and to multiply and divide with 10s and 100s. Ability to perform these operations using units of American money and weight measurement, volume, and distance.
* Ability to add, subtract, multiply, and divide into all units of measure using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITIES**

* Applying common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.
* Applying common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**CERTIFICATION and LICENSE**

* Valid Driver's License

**PHYSICAL REQUIREMENTS**

An employee must meet the physical demands described here to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**WORK ENVIRONMENT**

The work environment characteristics described here represent those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Job Title:** Detailer

**Department:**

**Reports To:**

**FLSA Status:**

**Prepared By:**

**Prepared Date:**

**Approved By:**

**Approved Date:**

**Revised Date:**

**Job Description Acknowledgment**

I have reviewed the job description for my position and understand my responsibilities.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager Signature: ­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_