**JOB DESCRIPTION**

**DETAILER**

**TITLE:** Detailer

**OBJECTIVES**

Perform used vehicle cleanup, detailing, and touch-up on an as-needed basis in the order in which the vehicles are assigned while promoting a high level of service attention to the vehicle.

Perform paint sealant and fabric protection application to new vehicles while promoting a high level of service attention to the vehicle.

**REPORTS TO:** Service Manager

**QUALIFICATIONS**

Experience in cleaning and detailing vehicles for a minimum of one year. Ability to use equipment such as extractors, high-speed buffers, orbital buffers, vacuum cleaners, and paint mixing/touch-up equipment, product knowledge.

**PRIMARY RESPONSIBILITIES**

* Be available to clean, detail, touch up, and apply paint sealant and fabric protection to vehicles as needed.
* The workday starts at 8:00 AM
* Proper uniform attire is required
* Punch in on the time clock upon start time
* Check the dispatch file on the wall in the body shop for vehicles needing work, and keys will be attached; check for the time promised on all work orders.
* Proceed to the designated “To Do” lot for vehicles needing work
* Get the vehicle and bring it into the wash area (Please note vehicle must be worked on in the most available area; there is not an assigned stall at this time.)
* Begin work on the vehicle as requested on the work order
* When the vehicle is completed, contact Body Shop Manager for final inspection before pulling the vehicle out of the wash area.
* After the vehicle is inspected, pull the vehicle to the front of the building by the outside deck area and take the keys to the designated used vehicle salesperson.
* Begin the next repair per the work order assigned.
* If out of work for the day, contact Body Shop Manager for any/all further assignments
* At the end of the workday, clean the area(s) worked in and maintain the equipment
* Contact Body Shop Manager if there are any questions regarding work for that day
* Your appearance must be kept professional.

**Job Description Acknowledgment**

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

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

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