

Porter/Detailer

Description:

The shop detailer/porter is a very important position to the company. This position has direct interaction with the customer and is often responsible for shaping the company image in the community. Any BODY'S Garage prides itself on being the most professional auto repair shop in the Branson Tri-lakes area. We accomplish this by keeping a clean work environment, professional looking grounds, a work area free from offensive materials, professional employee appearance, speech and behavior. In addition, our staff has the most training available in the area. This position plays a key role in the company's success.

Specific Responsibilities:

1. Operate courtesy shuttle vehicle when needed.
2. Maintain shop cleanliness at all times (trash, floor, bathroom, office environment, etc.)
3. Maintain courtesy shuttle vehicle appearance (interior and exterior).
4. Maintain loaner vehicle appearance (interior and exterior)
5. Pick up automotive parts and supplies from various suppliers.
6. Shuttle customer vehicles for sublet repairs.
7. Maintain property (lot appearance, scrap metal removal, lot maintenance etc.).
8. Assist Technicians as needed.
9. Perform light automotive maintenance and repairs on customer and company vehicles.
10. Assist Service Advisor as needed.
11. Maintain detail department inventory and submit product request prior to depletion.
12. Maintain parts room organization, cleanliness and stock inventory.
13. Take monthly parts inventory.
14. Perform building maintenance as requested.
15. Prepare shop for end of day (See end of day checklist).
16. Maintain detail department equipment.
17. Assist Technicians by cleaning shop equipment, emptying used fluid reservoirs, and returning to proper storage location during regular shop operating hours.
18. Perform final spot checks of vehicles after Technicians have completed repairs. Observe cleanliness of interior and exterior and look for any tools or debris left behind by Technicians. Clean vehicle as necessary. Goal is for the vehicle to be in better condition than it arrived.

Minimum Expectations:

1. Maintain a clean professional work environment.
2. Maintain a clean professional personal appearance and hygiene.
3. Arrive 10 minutes early each day scheduled and ready to begin work.
4. Be prepared to stay 10 minutes after each scheduled shift if needed.
5. Maintain a positive, happy attitude toward co-workers and customers.
6. Maintain a clean driving record.
7. Attend regular training classes when available.
8. Take the initiative to ask the Manager for something to do if all items on the job description have been met.

This position will be expected to perform other duties as assigned by management. The Company reserves the right to modify this job description as business needs require.

Employee----- Date----- Manager----- Date