



JOB DESCRIPTION

Job Title: Assistant Manager

Reports To: Manager, General Manager & Owner's

Summary of Position:

Responsible for daily operations and profitability of car wash facility. Responsible for physical appearance of site, equipment maintenance, maintain a safe work environment and chemical/supply inventories. Manages car wash employees. Manages inventory and handles customer complaints as deemed appropriate by the General Manager/Owners. Assists in staffing and training for the car wash facility. Contributes to building of a team environment. Assists Manager as needed.

Duties & Responsibilities:

- Assist Management in creating a high energy positive work environment
- Maintain and enforce safety standards and regulations
- Set positive example and enforce companies' policies include appearance guidelines
- Ensure that all customers expectations are EXCEEDED, every visit!
- Ensure the site has excellent curb appeal at all times
- Perform quality control checks of all equipment hourly to ensure all systems are working properly
- Assist with preventative maintenance of all equipment
- Handles customer complaints as deemed appropriate by the General Manager/Owners
- Manages inventory of all supplies
- Use of POS system to sell, invoice and load vehicles into the tunnel as needed

Qualifications:

- Demonstrated leadership and team-building skills
- Ability to build a relationship with customers and sell using soft sales techniques

- Positive, energetic and outgoing personality
- A high level of initiative, attention to detail and pride in a job well done
- Ability to multitask in a rapidly changing environment
- Availability to work long hours, including weekends, with a varying schedule
- A desire to be active and outdoors in varying temperatures and weather conditions
- Working knowledge of Microsoft Office (Word, Excel and Outlook)