



Title: Car Wash Attendant  
Reports to: General Manager and Assistant Managers  
FLSA Status: Non-Exempt

### **Speedy Mike's Overview:**

Our mission is to provide exceptional service to our community using high-tech and eco-friendly car washing solutions. We aim to ensure that our facilities and equipment are clean and well maintained so that vehicles always leave clean, and customers always leave happy.

### **Position Summary:**

The Car Wash Attendant is responsible for greeting and engaging with guests in a friendly and welcoming manner. The Car Wash Attendant is also responsible for assisting guests through the wash tunnel and answering questions about Speedy Mike's services and wash process. Full- and part-time roles available.

### **General Job Duties:**

- Assist guests with processing transactions and troubleshooting at kiosks
- Ensure that all vehicles entering the wash are appropriately positioned on the conveyor and communicate direction to drivers
- Evaluate vehicle condition to anticipate if any issues would occur throughout the wash process
- Confirm that washbay, kiosks, and vacuum areas are clean and in working order
- Report safety or other concerns to Assistant Manager
- Perform opening/closing duties
- Support Assistant Managers and other team members with equipment maintenance
- Efficiently process sales transactions and support customers signing up for the unlimited club
- Monitor inventory (chemicals, marketing materials, office supplies, etc.)
- Stay in communication with General/Assistant Managers to discuss questions, concerns, and recommendations
- All employees will specifically be trained on their job duties, however; other mandatory trainings may be deemed appropriate by management for one or all members of the team
- Other projects and/or duties as assigned

### **Position Requirements:**

The requirements listed below are representative of the knowledge skills and abilities required. Employees who do not possess the requirements for a job at the time of hire will not be considered for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Required Skills and Experience:

- Driver's License

- Ability to work in a fast-paced environment
- Strong communication and problem solving skills

Desired Skills and Experience:

- Customer Service experience, preferred
- Experience working at a car wash, preferred

Education Requirements:

- High school diploma or equivalent (preferred)

Language Requirements:

The primary language of Speedy Mike's is English. Excellent communication skills are defined as the ability to:

- Actively listen for total comprehension
- Ask questions that enhance the understanding of a certain topic
- Relay information and/or instruction in a descriptive and understandable fashion in both written and verbal forms

Mathematical Requirements:

This role involves statistical analysis and configuring basic inferences. Basic accounting knowledge is required, as well as addition, subtraction, multiplication, and division skills to the general degree.

Reasoning Ability Requirements:

Professional-level, reasoning abilities are necessary to process complex information, delegate duties, and prioritize deadlines.

Physical Requirements:

Occasional lifting up to 30 lbs. may be necessary from time to time. Frequent walking, standing, and bending will be needed on a consistent basis. This position will require outdoor work in various weather conditions.

**Schedule Expectations:**

The Speedy Mike's's normal hours of operation are from Monday through Sunday, from 8:00 am to 7:00 pm. This position will be required to work weekends frequently.