



Job Description: Self Serve Clean-up Personnel

FLSA STATUS: Non-Exempt

REPORTS TO: Site Manager and/or Self-Serve Operations Supervisor

QUALIFICATIONS AND REQUIREMENTS:

High School diploma or GED preferred.

Experience in retail sales or customer service preferred.

Ability to communicate effectively with customers and coworkers.

Ability to read and follow written instructions and documents, like site procedures, safety manuals, etc.

Ability to freely access all areas of site.

Ability to operate and use all equipment necessary to operate and maintain site.

Ability to work with minimal direction and supervision.

Ability to climb small step ladders.

Ability to regularly and predictably report to work, including irregular hours if needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES (WILL VARY BY SITE COMPLEXITY):

Provide prompt, courteous customer service, when approaching customers.

Acknowledge, forward and/or resolve customer questions/complaints.

Report to supervisor, any maintenance or repairs needed to equipment, building or grounds.

Perform inside/outside cleaning duties necessary to maintain site cleanliness and basic upkeep of all equipment and grounds at the site.

Inspect site facilities and equipment for safety, cleanliness, and proper working order.

Perform preventative maintenance duties as required.

If applicable, receive and verify vendor deliveries.

Complete chemical inventory as required.

Fill vending units and order backstock as necessary

If applicable maintain token refund bag.

On occasion, may be required to work irregular hours, including unscheduled shifts, overtime and attend job-related meetings.

Perform other duties as assigned by your supervisor.

Follow all PCI requirements for secure handling of credit card information.

Maintain secure storage and transmission of financial records.

Report suspected PCI-related issues promptly.

Support internal controls protecting cardholder data.

PHYSICAL DEMANDS:

Must be able to stand and/or walk throughout shift.

Must be able to lift and/or carry up to 50 pounds from ground to overhead when emptying trash cans.

Able to lift and/or carry up to 60 pounds from ground to waist level when moving 5 gallon pails of chemicals.

Occasionally push and pull hand truck up to a force of 20 pounds.

Able to bend and twist at waist when stocking/maintaining chemical barrels.

Safely able to move car wash solution barrels weighing 100+ pounds, with proper equipment.

May require climbing stairs at specific sites.

Able to grasp, reach, and manipulate objects with hands continuously, such as while filling vending machines, cleaning vacuums and troubleshooting equipment.

Able to climb a small step ladder to perform preventative maintenance, retrieve materials and/or place and remove signs.

WORKING CONDITIONS:

Work in conditions with exposure to occasional noise, such as traffic, sirens, car alarms, car wash equipment, emergency or security alarms.

In the car wash work will be 95% outdoors, with exposure to varying temperatures, and including wet weather while performing duties.

The above statements are intended to describe the general nature and level of work performed by those assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of the position.

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign additional tasks for the employee to perform, as the company may deem appropriate

Signature:

Date: