

# **SmashCare**

## **Job Description**

**Position:** Trainee Detailer

**Reporting to:** Production Manager

### **Job Precis:**

We will know the job is being performed optimally when:

Upon completion of the repair and painting of vehicles they are thoroughly cleaned and detailed both inside and outside, to our detailing standards.

Vehicles are presented to the client in a professional manner.

Any faults that need to be corrected are identified and reported to the appropriate person for rectification prior to being presented to the client.

### **Key Performance Indicators:**

#### **A. Essentials**

1. Vehicles cleaned to SmashCare standards in appropriate time frames.
2. Company vehicles cleaned regularly.
3. Company Loan cars maintained to SmashCare standards.
4. Maintain cleanliness of work area.
5. Advise all defects prior to releasing vehicle to client presentation area.

### **Standard Tasks**

All staff are expected to embrace and participate in the following tasks and responsibilities:

1. Participate and contribute in all appropriate meetings
2. Maintain Clean Workspace Policy
3. Carry out your tasks in line with the Company's Workplace Health & Safety and Quality Assurance Policies, Procedures and Programs
4. Treat all staff members with respect
5. Contribute to creating a positive work environment for all staff and visitors
6. Observe and obey security procedures
7. Maintain uniform and wear in accordance with Company Policy
8. Perform non-core tasks as directed by your supervisor from time-to-time
9. Treat client's vehicles and belongings with respect at all times
10. Be punctual
11. Respect all company property and equipment

**Specific Tasks**

The following tasks are specifically related to your role and you are expected to carry these out in accordance with the Company's Policies & Procedures.

1. Wash cars
2. Polish cars
3. Internally clean cars
4. Shampoo carpets

**Personal Attributes:****A. Personal**

Self-motivated and Pro-active

Willingness to learn

Ability to communicate effectively and work cohesively with the entire team.

**B. Formal**

No formal education required