

Job title: Washer/Automobile Aesthetics Clerk
Department: After-sales Department
Reporting to:
Date written:
Approved by:
Approval date:
Date reviewed:
Employment status:
Written by:

SUMMARY JOB DESCRIPTION

Cleans new and previously used cars. Applies the appropriate aesthetic treatments to prepare new and previously used vehicles for delivery, as well as to the vehicles of after-sales department clientele. Adheres to the descriptive estimates and work time prescribed by the dealer and/or the manufacturer.

The MAJOR TASKS are listed below, but the incumbent may be assigned to other duties.

- Washes the outsides of the vehicles, washes the windows inside and outside and wipes the hold-open mechanisms.
- Applies wax to the bodywork and wipes or buffs the surface with non-abrasive products.
- Vacuums the vehicles inside to remove dust and debris.
- Cleans the upholstery, carpets and other surfaces, using appropriate cleaners, applicators and cleaning equipment.
- Applies revitalizers and preservatives to interior vinyl or leather surfaces and treats fabrics with spot removers.
- Cleans the engine and engine compartment with special cleaning equipment and various cleaners.
- Applies special purpose cleaners to remove foreign materials which do not respond to ordinary cleaning procedures, using his/her experience and judgment and following the manufacturer's recommendations.
- Inspects the vehicles to detect any visible defects, such as bumps, scratches and torn upholstery.
- Refurbishes the engine compartment, carpets and upholstery.
- Wears appropriate safety gear to protect his/her eyes, hands and body when using any hazardous products.
- Applies dressing to the tires and the walls of the tires.
- Ensures that the show room and the vehicles in stock are clean and in good condition at all times.
- Ensures that the appropriate stickers are displayed in the vehicle windows.

- Removes any stickers not required from vehicles which have been sold.
- Brushes the snow off the vehicles in the dealership parking lot, as requested.
- Re-parks the vehicles in the parking lot, as requested.
- Installs hub-caps on wheels, as requested.
- Ensures that the shop is clean and tidy.
- Uses all tools and equipment carefully.
- Reports any safety issues to management as soon as possible.
- Maintains a professional appearance.
- Performs other tasks, based on management requirements and instructions.

SECONDARY TASKS

- *Description of one or more secondary tasks to be added, according to your needs.*

JOB REQUIREMENTS

Language skills
Knowledge and skills
Responsibilities

Effort
Work conditions
Other requirements

Uses his/her software efficiently to obtain more details about the requirements of the job. This software has the advantage that it incorporates the sixteen job evaluation factors developed by the CCAQ to facilitate the achievement of pay equity within the business. With this software, each job evaluation criterion for the jobs related to a job can be indicated below each job description.

<p><i>N.B.:</i> In this publication, the use of the masculine to refer to people does not imply any discrimination.</p>
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