



**Job title:** Washer or Aesthetics Clerk  
**Department:** Position specific to heavy trucks  
**Reporting to:**  
**Date written:**  
**Approved by:**  
**Approval date:**  
**Date reviewed:**  
**Employment status:**  
**Written by:**

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### **SUMMARY JOB DESCRIPTION**

*Cleans new and previously used trucks. Adheres to the descriptive estimates and work time prescribed by the dealer and/or the manufacturer. Applies the appropriate aesthetic treatments, based on superior quality standards.*

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

- Washes the outsides of the trucks, 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 trucks 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 or torn upholstery.
- Refurbishes the engine compartment, carpets and upholstery.
- Applies dressing to the tires and the walls of the tires.
- Ensures that the truck wash and outside garage are clean and in good condition at all times.
- Inspects the eyewash fountains once a week to ensure that they are clean and working properly.

- Tests the drench shower once a week to ensure that it is working properly.
- Constantly checks the accessibility of the area in which the drench shower is located.
- Ensures that cleaning products and fluids, as well as certain accessories, are available, on a daily basis.
- Removes all stickers from the trucks sold.
- Ensures that the shop is clean and tidy.
- Wears appropriate safety gear to protect his/her eyes, hands and body when using hazardous products.
- Uses all tools and equipment carefully.
- Participates in identifying hazardous products.
- Reports any safety issue to management, as soon as possible.
- Keeps abreast of federal and provincial regulations and municipal bylaws governing matters such as the removal of hazardous waste, etc.; understands and observes them.
- 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**

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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.

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