**Job Description**

**Job Title:** Detailer

**Department:**

**Reports To:**

**FLSA Status:**

**Prepared By:**

**Prepared Date:**

**Approved By:**

**Approved Date:**

**Revised Date:**

**SUMMARY**

Cleans and refurbishes new and used automobiles. Conforms to dealership and/or manufacturer specifications and time allowances.

**ESSENTIAL DUTIES**

Essential Duties include the following. Other duties may be assigned.

Washes vehicle exterior, cleans interior and exterior windows, and wipes down doorjambs.

Applies wax to auto body, and wipes or buffs surface.

Vacuums interior of vehicles to remove loose dirt and debris.

Cleans upholstery, rugs, and other surfaces, using appropriate cleaning agents, applicators, and cleaning devices.

Applies revitalizers and preservation agents to interior vinyl or leather surfaces and treats fabrics with spot- and stain-resistant chemicals.

Cleans engine and engine compartment with steam-cleaning equipment and various cleaning agents.

Applies special-purpose cleaners to remove foreign materials which normal cleaning procedures do not remove, utilizing experience and judgment and following product manufacturer's recommendations.

Inspects vehicles for noticeable defects, such as dents, scratches, torn upholstery, and poor mechanical operation.

Restores appearance of engine area, rugs and upholstery, and painted surfaces. Uses touch-up paint, dyes, and other appropriate materials.

Uses proper eye, hand, and body protection when using products that require protection.

Fills vehicle with fuel.

Applies dressing on tires and tire wells.

Replaces missing or defective small parts.

Maintains showroom and stock vehicles in clean and presentable condition at all times.

Ensures proper stickers are displayed in the vehicle's window.

Removes all window stickers on sold vehicles.

Keeps work area neat and clean.

Operates all tools and equipment in a safe manner.

Reports any safety issues immediately to management.

**MARGINAL DUTIES**

Marginal Duties include the following. Other duties may be assigned.

**SUPERVISORY RESPONSIBILITIES**

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

• No prior experience or training.

• Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience.

• High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

• One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS**

• Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.

• Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**MATHEMATICAL SKILLS**

• Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

• Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY**

• Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

• Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Driver's License

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.