FACILITIES ASSISTANT  
JOB DESCRIPTION

I. DESCRIPTION

1. Clean Up (Primary function)   
   Keep the facility looking pristine. Daily cleanup of the bathroom and shop areas. Will include assessment and necessary operations to keep each area looking professional, organized, and first-class. This includes moping, dusting, and detail clean up as necessary to maintain the proper image.
2. Production Assistance (Secondary function)
3. Mechanics Helper

Aid the mechanics in production. Provide necessary assistance to mechanics to improve production as much as possible. This includes cleaning parts, cleaning and putting tools away, keeping equipment cleaned and stored properly, wiping spills, stocking inventory orders, aiding in repair operations or parts installation, and minor repair operations as capable.

1. Service Advisor Assistant

Aid in Repair Order documentation: VIN, mileage, and production date. Order and pick up parts. Pick up and or delivery of customer or vehicle. Shuffle vehicles in the lot. Clean snow and ice from the vehicle before customer pickup.

1. Special Projects (Third function)

Carry out any special projects identified by an officer, service advisor, or mechanics. This includes building maintenance or improvements, yard maintenance or improvements, equipment maintenance, detail customers’ vehicles after maintenance, wash and wax officers’ vehicles, data entry, inventory maintenance, etc.

II. QUALIFICATIONS

* Valid [your state] driver’s license
* No more than two MINOR moving violations in the last three years
* No MAJOR violations in the last five years
* Pass a drug test
* You must be insurable by our insurance carrier.

III. EXPECTATIONS

1. Appearance
2. Appearance must be clean and neat, promoting a professional business image.
3. Clean uniform must be worn if provided. All missing buttons, patches, tears, or permanent stains must be tagged for repair.
4. Hair must be cut, styled, and worn in a fashion acceptable for professional business attire.
5. Attendance
6. Show up and be ready to work at the scheduled time on each day scheduled to work.
7. Requests for time off from regularly scheduled work times or days must be received in writing at least **two** weeks in advance.
8. Exceptions for *unforeseen circumstances* with *priority* are acceptable with notification at the earliest possible opportunity.
9. Time at work is for producing work. Time spent visiting with fellow employees must be kept at a minimum.
10. Except for an emergency, personal phone calls, visits, or answering text messages are not allowed except during lunch breaks or after working hours.
11. Attend weekly shop meetings as required by management
12. When calling in sick, call before your start time.
13. Ethics

Everyone is expected to operate with honesty, ethics, and integrity in all aspects of their job.

1. Attitude
2. Each job is extremely important and must be completed with accuracy, professionalism, pride, and integrity.
3. Foresight and thought must be applied to each function, procedure, or requirement of the job.
4. All employees must communicate openly and effectively all concerns and problems with each other and/or management.
5. Attitudes must be open and positive at all times.

IV. DUTIES AND RESPONSIBILITIES

1. **Follow company procedures and policies, as well as written and verbal instructions.**
2. Daily:

* Check all plants for water.
* Purge water from air tank and water separator.
* Clean wash sink.
* Empty all trash cans as necessary.
* Clean posthole on front gate as necessary.
* Thoroughly clean shop bathroom.
* Clean workbenches as necessary.
* Clean oil pans as necessary.
* Clean oil spills and shop floor as necessary.

1. Weekly:

* Clean all doors, knobs, and handles.
* Wipe down all shop equipment.
* Wipe down all toolboxes.
* Wipe down all workbenches.
* Pick up lot.
* Clean lot.

1. Special projects

* Clean windows on customer’s vehicles.
* Vacuum customer’s vehicles.
* Wash officer’s vehicles.
* Wax officer’s vehicles.

ASSESSMENT OR REVIEW CRITERIA

1. Productivity

* Amount of work done each day
* How many items on the to-do list are completed each period?
* Ability to identify what work needs to be done
* Ability to identify extra items that need attention and the execution of those functions
* Able to provide productive assistance to technicians and service advisor
* Hustle every day, in every function. (Hustling shows a true interest in the position and attitude at accomplishing as much as possible. It provides an image that is a reflection of your whole work ethic.)

1. Quality

* Was it done as best as possible?
* Was it done as expected?
* Were all issues addressed?

1. Attendance

* At work every day as agreed upon
* Meet the minimum required weekly hours
* On time for work each day
* Willing to work extra days as necessary
* Obtain permission for time or days off when necessary

The company reserves the right to modify this job description as business needs require.

I have received a copy of this policy for my record and have read and understood this policy in its entirety. I understand that my employment is at-will and that nothing in this document creates a contract of employment of any kind.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ Employee Signature Date Management Date