

POSITION DESCRIPTION

Position Title:	General Service		
Work Location:	Houston		
Department:	Operations		
Prepared By:	Kurtis McKay	Date:	10 Nov 2014

PURPOSE:

Summarize briefly the major function and purpose of the position.

Perform all routine maintenance and cleaning of entire facility, grounds, equipment and fixtures. Interacts with customers in a presentable and personable manner. Must have a team attitude and be able to effectively communicate with Supervisor and Service Technicians.

ENTRY QUALIFICATIONS:

What are the minimum qualifications an employee must have in order to perform the duties of the position, (i.e. educational requirements, licenses, certification, work experience, training etc.)?

High school diploma or GED desirable. Valid Texas driver=s License. Legal United States resident or Registered Alien. Must be able to understand directions clearly.

TRAINING REQUIREMENTS:

What additional training will an employee require to continue to perform the duties of the position?

Must have general building maintenance training or general janitorial experience with aptitude to learn.

SUPERVISES:

Indicate positions that report directly to this position.

No direct reports. However, must be accountable to facility Service Manager for all aspects of job duties.

Indicate internal/external contacts.

Internal contact with Service Manager and all Automotive Service Technicians. External contacts with customers and potential customers.

SCOPE OF RESPONSIBILITIES:

Explain the general scope of the job, including the degree of judgment, creativity, planning and resourfulness needed to do the job.

Punctuality and attendance are mandatory. Must maintain acceptable personal appearance. Responsible to follow Service Manager directions to achieve safe and desirable facility appearance.

WORK ENVIRONMENT:

The work environment and physical demands 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.

WORK ENVIRONMENT: Describe general working conditions (i.e. noise level, temperature, around heavy machineryYetc)

Exposure to ambient conditions, along with seasonal variances. Exposure to general automotive repair shop

environment, including, but not limited to, dust, debris, harsh chemicals, high heat, cold temperatures, loud noises, and potentially hazardous hand and power tools/equipment.

PHYSICAL DEMANDS: Describe amount & frequency of physical requirements of the position (i.e. lifting, pushing, climbing)

Pushing, pulling, lifting, squatting, standing for long periods of time (proper foot wear is required), repetitive motions, reading writing, and driving.

MAJOR RESPONSIBILITY AREAS:

Identify the major duties and tasks accomplished by this position. For each duty, identify if it is an E - Essential function or N - Nonessential function of the job.

E/N	Duties and Responsibilities
E	Insure that customer service objectives are met
E	Clean and maintain entire facility and grounds
E	Keep safety a top priority for himself, his co-workers and his customer
E	Clean office areas including technicians lounge, restrooms, store rooms, etc.
E	Assist the Automotive Service Technicians in satisfactory repairs of customer vehicles.
E	Assist in repair and maintenance of all equipment
E	Monitor and report any facility or equipment issues

This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of McKay's Automotive are expected to perform tasks as assigned by supervisory personnel, regardless of job title or routine job duties.