

## **Job Title: Full-Time Detail**

**Department: St. Louis Acura Service Department**

**Reports To: Service Manager**

*The Dave Mungenast Automotive Family seeks to employ the highest quality talent. As the most reputable name in the automotive business, we maintain a high standard of employee satisfaction and loyalty. We want to see every member of our family achieve success in all areas of his or her life. We do this by hiring the best candidates, cultivating their talent, and promoting from within. Many of our employees began their career at the entry level.*

*Cultivate your talent with the Dave Mungenast Automotive Family. Contact Human Resources by e-mail at [careers@davemungenast.com](mailto:careers@davemungenast.com).*

### **SUMMARY**

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

### **ESSENTIAL DUTIES**

- Washes vehicle exterior, cleans interior and exterior windows, and wipes down doorjamb.
- 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***

Other duties may be assigned.

### ***QUALIFICATIONS***

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### ***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.

### ***DRESS CODE***

During business hours or when representing Dave Mungenast Automotive Family, you are expected to present a clean, neat, and professional appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing with customers or visitors in person.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- Shoes must provide safe, secure footing, and offer protection against hazards.
- Canvas or athletic type shoes are not appropriate professional attire.
- Tank tops, tube or halter tops, cleavage or shorts may not be worn under any circumstances.
- Mustaches and beards must be clean, well trimmed, and neat.
- Hairstyles are expected to be in good taste.
- Long hairstyles should be worn with hair pulled back off the face and neck to avoid interfering with job performance.
- Excessive makeup is not permitted.
- Offensive body odor and poor personal hygiene is not professionally acceptable.
- Perfume, cologne, and aftershave lotion should be used moderately or avoided altogether, as some individuals may be sensitive to strong fragrances.
- Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.
- Facial jewelry, such as eyebrow rings, nose rings, lip rings, ear rings, and tongue studs, is not professionally appropriate and must not be worn during business hours.
- Torso body piercing with visible jewelry or jewelry that can be seen through or under clothing must not be worn during business hours.
- Visible excessive tattoos and similar body art must be covered during business hours.