



Auto Detailer Job Description

Role and Responsibilities

Role: An **Auto Detailer's** job is basically to provide all imperative service that is required for the maintenance and upkeep of vehicles, and are accountable for servicing the vehicles in their respective work places.

Duties and Responsibilities:

- Cleaning, waxing, polishing and refurbishing old and new vehicles.
- Using necessary equipment's for cleaning and servicing of auto parts.
- Maintaining the standard and quality of service of the organization.
- Understanding and delivering to the specific requirements.
- Inspecting the vehicles thoroughly and recommending other necessary services.
- Maintaining the proper functioning of all service tools and equipment.
- Reporting any damage, dent or spoil to the supervising manager of the establishment.
- Coordinating all work orders with drivers and team members.
- Responsible for Maintenance and upkeep of all vehicle daily.
- Responsible for cleaning, vacuum cars, wiping windows daily inside and outside, rear, front and side mirrors.
- Responsible for fueling cars daily if less than half.
- Responsible for wiping down the phones with Lysol (daily).
- Responsible for researching for maintenance supply to order in bulks.
- Responsible for wiping front and back dashboard of the car steering wheel, all cup holders front and back seat, wiping leather seats down and spraying cloth seat with Lysol.
- Responsible for taking the mats out of cars and vacuuming the vehicle and the mats off, then placing back in the vehicle, wiping all doors down, handles and inside of the console of each van.
- Responsible for inspection of the car daily and filling out paperwork.

Skills and Specifications:

- Must possess excellent technical knowledge and skill about auto components.
- Must have the ability to effectively use and operate service machinery and tools.
- Great time management skills.
- Ability to work in a team and coordinate work functions.



Education and Qualification:

- High school degree, diploma or GED equivalent with technical knowledge in the field of automobile vehicles.

ILF Transportation utilizes a driver screening program.

ILF Transportation is an equal opportunity employer.

All positions will be cross-training in all areas of ILF Transportation.

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