



## **JOB DESCRIPTION**

### **Prep Attendant**

**PURPOSE:** Tiger Express desires preppers that are enthusiastic, motivated and have exceptional customer service skills. This multitasking job is vital to the efficiency and productivity of the car wash process. Preppers not only assist customers with pulling onto the track but they are in charge of getting all the dirt and debris off the vehicle before it enters the wash process.

### **KEY ACTIVITIES:**

- a. Must work as a team player and uphold Tiger Express Wash standards of professionalism and integrity.
- b. Must maintain a clean organized work area.
- c. Must apply high standards of employee conduct. Those standards include:
  1. Reliability
  2. Promptness
  3. Courtesy
  4. Appearance
  5. Professional behavior.
- d. Must be able to put forth the best interest of the business and customers above their own.

### **JOB DUTIES:**

- a. The job is fast-paced.
- b. Important to be able to multi-task, and be alert at all times.
- c. Friendliness and courtesy is paramount.
- d. Assisting customers with any questions they might have that may
- e. Ability to towel dry vehicles as they leave tunnel.
- f. Must assist other team members in helping with wash process if needed.
- g. Must be able to help clean facility, wash towels, pick up trash, and clean tunnel when slow.
- h. Spray off vehicles before wash process in a timely and correct manner.
- i. Must be able to deal with customers and directing them on to the track.

### **PAY, INCENTIVES, AND CONDITIONS INCOME**

- a. Pay structure based on hourly rate.
- b. Starting rate is tip waged plus tips.

## **WORK DAYS**

- a. Full time is 5+ days a week, part time is three days a week.
- b. Work days are on an average 7 1/2 hours a day.
- c. Open 7 days a week, hours varies on location.
- d. We are closed only two days each year: Thanksgiving and Christmas.
- e. All other holidays are considered a regular work day.

## **TUITION REIMBURSEMENT**

- a. Requirement: 1 year vested, At least 1,040 hours from hire date
- b. Beginning in the second year, \$25.00/credit hour
  - a. Paid after 1st semester
  - b. Must average 20 work hours per week
  - c. Must maintain a GPA of 2.5 or higher
  - d. No more than one missed shift per semester
- c. Beginning in the third year, \$50.00/credit hour
  - a. Paid after 1st semester
  - b. Must average 20 work hours per week
  - c. Must maintain a GPA of 2.75 or higher
  - d. No more than one missed shift per semester

## **BENEFITS**

- a. Gym Membership
  - a. After 90 days vested
  - b. \$5.00/per pay period
  - c. Up to two locations
- b. One free car wash per week