

Zip Car Wash
3575 South 8400 West
Magna, UT 84044

Job Description: Car Wash Assistant Manager

Zip Car Wash is a locally owned family business dedicated to serving our neighbors in Magna, UT and the surrounding communities. The wash has been operating continuously at the present location at 3576 South 8400 West since 2004. The business was acquired in December 2014 by the current owners. Position reports directly to Owner-Managers.

The primary responsibility of the Assistant Manager is to provide best-in-class car washes. If you have proven leadership skills, a mechanical acumen, and a passion for excellence, we may have an opportunity for you.

Duties and Responsibilities:

- Be polite and available to address all customer concerns
- Ensure car wash quality standards. Achieve profitability goals.
- Perform opening and closing duties.
- Manage overall vehicle flow and production in car wash operations.
- See that prescribed regularly scheduled maintenance on all equipment is completed
- See that the entire property is spotlessly clean and ensure that everything is organized.
- Keep vacuums unclogged, hoses hung properly, and trash cans emptied.
- Manage inventory of chemicals and vending supplies.
- Ensure that attendants achieve customer satisfaction and average ticket goals.
- Assess performance and skills of all car wash employees.
- Provide input to employees as needed to maintain standards and improve performance.
- Schedule car wash employees according to the staffing model
- Edit employee time punches daily to ensure payroll is accurate.
- Maintain accurate records and reporting.
- Be able to perform all essential duties and responsibilities of all car wash employees.

The ideal candidate will meet the following criteria:

- Car Wash management experience or the equivalent.
- Excellent guest service skills and the ability to present an infectious smile.
- Reliable and with a sense of urgency to complete projects and be detail oriented.
- Ability to work flexible schedule to include weekends and holidays – no late nights.
- Able to work without supervision.
- Ability to walk, run and stand for long periods of time.
- Be mechanically inclined and possess a love of cars.
- Able to work outside in all kinds of weather.
- Solid references.
- Age twenty-one or over, High School diploma, basic computer skills.