

# **Jiffy Lube Job Description**

**Position:** Courtesy Technician

Reports to store Manager and/or Assistant Manager.

**Position Summary:**

Perform services and activities associated with the store in an accurate and timely manner.

**Essential Functions:**

1. Drive vehicles with automatic and manual transmissions.
2. Clean vehicle exterior windows.
3. Check wiper blades.
4. Inflate tires.
5. Vacuum vehicles.
6. Greet customers.
7. Write up work orders.

**Marginal Functions:**

1. Answer telephones.
2. Clean windows.
3. Inflate tires.
4. Vacuum vehicles.
5. Clean facilities, tools and equipment.

**Prerequisites:**

1. Ability to reach and work in awkward postures.
2. Able to transport oneself from one work level to another.
3. Able to move materials from one height to another.
4. Able to read and write.
5. Good verbal communication skills.

This description in no way states or implies that these are the only duties/functions to be performed by the incumbent. Employees will be required to follow any other job-related instructions and to perform any other job-related duties/functions requested by their supervisor.