**Position:** Wash Bay/Shop Assistant (Full-Time/Part-Time)

**Reports To:** Operations Manager and Service Manager

**FLSA Status:** Non-Exempt (hourly)

**Job Summary:**

Every golf car detail matters to us, including service and maintenance of our customers golf cars. The Wash Bay/Shop Assistant is responsible for moving and cleaning golf cars and preparing them for servicing as well as assisting in other areas of the shop as needed while following all policies and procedures of Harris Golf Cars, and state/local laws. The Wash Bay/Shop Assistant may be required to work extra hours and some weekends and holidays based on business need.

**Responsibilities:**

Engage with and assist customers (internal and external) in a professional, friendly and timely manner;

Load and unload golf cars and equipment for customers picking up or dropping off;

Drive golf cars inside and outside preparing for service or shipping;

Wash golf cars and line up for servicing;

Clean filters, change tires, and detail golf cars;

Prep tools, parts and equipment for technicians;

Drive company provided truck and trailer as needed for deliveries;

Maintain cleanliness and safety of all work space and equipment;

Report to manager, promptly, any issues with equipment, deliveries, violations, incidents or accidents;

Additional duties as assigned.

**Requirements:**

High school diploma or general education degree (GED) required;

Driver’s license with suitable driving history;

Excellent organizational, time management and multi-tasking skills required;

Adherence to all policies and procedures of Harris Golf Cars and state/local laws.

**Physical Demands:**

While performing the duties of this job, the employee is frequently required to load and unload trailers in various weather conditions, sit, crouch, stoop, kneel, climb, crawl, walk, stand, talk, hear, use hands and fingers to handle or feel objects or tools and lift and/or move up to 85lbs.

Other Details:

Pay Rate: $17-$19/hr

Hours: 7 am to 5 pm, Monday through Friday

Benefits: Comprehensive benefits offered

***Harris Golf Cars is an equal opportunity employer functioning under an affirmative action plan****.*