



Title: General Hand

Scope and Purpose of the job

Provide assistance to the workplace by maintaining a clean workshop, management of store room, delivery & collect of customers, supplies and parts and responsible for preparing vehicles for Customer collection.

Essential skills

High level attention to detail skills

Strong problem solving ability

Highly organised

Desire to continuously learn

Excellent Interpersonal skills

Basic computer skills

Responsible To: Workshop Manager

Main Duties

1. Prepare vehicle for customer collection by washing vehicle body, vacuum interior and wipe down interior and apertures.
2. Maintain supplies and cleanliness of Detailing Bay.
3. Complete Quality Check Form at Detailing stage.
4. Maintain a clean workshop and yard areas by regular sweeping, weeding, emptying of bins and hosing down the areas.
5. Manage storeroom by receiving parts and consumables, arriving items to iBodyshop and storing appropriately.
6. Delivery and collect vehicles, customer, parts and supplies as needed.
7. Empty office bins and wash office mats each Friday.
8. Monitor skip bin levels and request Admin Assistant to book collection.
9. Any other tasks as requested by the Workshop Manager or General Manager.
10. Wear appropriate PPE.
11. Knowledge of jump starting modern vehicles.

12. Accurate time recording on iBodyshop.
13. Oversee and train enthusiastic Apprentices.
14. Identify, address and record safety problems within production area.
15. Adhere to the company policies, procedures and standards.
16. Maintain a clean workplace, tools and equipment.
17. Maintain equipment in a safe and serviceable condition.
18. Advise Workshop Manager of any supplements (extra damage, sublet or parts) not on Job Sheet.

Key Performance Indicator

Ensure main duties are adhered to
Ability to work autonomously and proactively work through tasks
Less than 5% Reworks
Ensure iBodyshop is used correctly
Maintain workshop tools and equipment in working order
Quality work

Key Behaviour Indicator

Adapt to changing conditions
Respectful and courteous communication
Handle stress effectively
Make quick decisions in the best interest of the company, per the main duties of your position
Follow direction from Workshop Manager and General Manager
Think outside the norm and offer production improvements to the General Manager
Uniform to be worn and professional and clean appearance to be maintained at all times
Above the line behaviour – being positive and solution driven