

**Glass Sales / Repair Technician**

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| Position Summary |
| Provide excellent customer service. Generate glass replacement and repair sales from Jiffy Lube customers. Repair automotive glass (chip repair). Work as part of a well-organized team. |

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| Major Duties and Responsibilities |
| * Provide excellent customer service at all times. * Quote, sell and schedule windshield replacements. * Sell and perform glass chip repair services. * Consistently use PPE (personal protective equipment) as required by job protocols. * Work as part of a team. * Able to communicate clearly with coworkers and customers. * Meet all quality standards. |

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| Other Duties |
| * Clean and organize the repair tools and work area in the automotive shop. * Willing to learn other duties as assigned/required. |

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| Computer Skills |
| How will the computer be used for this job?  Limited computer knowledge is required:  Will be required to use a web-based point of sale system, glass quoting system and a time clock. |



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| Minimum Qualifications |
| Valid driver’s license; clean driving record.   * Previous sales experience preferred. * Knowledge of automotive glass repair procedures. * Cooperative team member; professional attitude. * Can follow directions, written and verbal. * Attention to detail. * Strong time-management skills. * Able to read and write in English. |

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| Physical Requirements |
| * Requires repetitive motion. * Standing for long periods; work 10-hour shift. * Can hold items with arms above your head. * Can work with hand tools. * Can use tools/equipment correctly. * Can learn/follow safety protocols. * Requires working inside and outside: heat, cold, inclement weather, or environmentally controlled conditions. |

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

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Print Name Signature Date