

**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.
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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