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# Example of Service Attendant Job Description

Our innovative and growing company is searching for experienced candidates for the position of service attendant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for service attendant

* Checking oil and washer fluid on returned rental trucks
* Coordinating with customers orders and truck rentals
* Prepping rentals for new customers
* Work incident free
* Collect and discard all waste from containers and segregate recyclable paper and cardboard from across the facility
* Oversee operation of cardboard compactor and maintain cleanliness of compactor area
* Vacuum, scrub, dust, and mop surface areas on a daily basis including the operation of light power equipment
* Service, clean, sanitize and supply rest rooms with paper towels, soap and toilet paper as needed
* Clean and maintain stairway to stockroom and training rooms
* Adjusts duties so that the cleaning needs of the facility are met

## Qualifications for service attendant

* Lift, carry, push and pull up to 50 lbs
* Be exposed to fumes, dust, and/or odor
* Wear protective gear when required
* Must have 2-3 years of customer service experience, preferably in auto industry
* Must be able to be on feet, active and standing, for long periods of time and in various weather conditions
* Communicates both written and orally