



Example of Service Attendant Job Description

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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

