



JOB DESCRIPTION

Revised: 03/03/2023

Revised: 04/06/2026

Position: Car Wash Manager

Overview:

The Car Wash Manager with limited supervision and using own initiative, ingenuity and foresight directs, maintains, and oversees all facets of the company's Express Carwash Operations. Price Enterprises, Inc., currently has two CarWash808 facilities located in Waipio Gentry and in the Mokulani development of Kapolei. As a management level position the Car Wash Manager will report to the company's Director of Operations and Chief Operations Officer (COO) for all operational related functions and to the Chief Executive Officer (CEO) concerning all administrative, personnel and Human Resources related issues. The Operations Manager will oversee, direct, verify and track all training the Car Wash Manager is responsible for including, operational "Orientations & Indoctrination," Formal On-the-Job-Training program, certifications, i.e. First Aid, OSHA, Forklift Operation, and third-party Carwash operations certifications.

The working space for the Car Wash Manager is located at the CarWash808 Express location in Waipio Gentry and Kapolei. Working hours for the Car Wash Manager can vary significantly but is commensurate with a 50-60-hour work week dictated by workload, events, deadlines, and operational requirements.

The Car Wash Manager will present a well-groomed, professional appearance always when representing Price Enterprises, Inc.

Minimum requisite requirements include:

- Supervisory business and location management experience required.
- Valid Hawaii Driver's License required.
- Written and oral communication skills as well as the ability to read and provide appropriate technical communication to customers and employees in English.
- Exceptional customer service skills.
- This is an outdoor job, must be able to walk and/or stand for long periods of time, up to 100% of shift.
- Ability to lift 30 lbs. to a height of 3-4 feet and move items of that weight within the shop.
- Ability to use a computer and understand proprietary software programs.

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Objective and Standard:

The objective of the Car Wash Manager's position is to ensure the CarWash808 Express profit center is operated in a safe, compliant, and professional manner that supports efficiency, growth, and profitability. The company culture is built on a foundation adhering to the company's Mission Statement, the Four Way Test and all established processes and procedures. The Car Wash Manager must support, teach and live the company's culture and each component of the Mission Statement. Positive leadership and leading by example are key to the success of the Car Wash Manager and Price Enterprises, Inc.

Training:

The Car Wash Manager Position as authorized and directed by Senior Management is responsible for the proper training of all personnel assigned to the carwash facilities to ensure a safe, enjoyable, and professional working environment. The Car Wash Manager will be actively involved in conducting training and verifying and confirming training. Each component of this job description is predicated on training.

Safety:

- Confirm all employees are properly oriented on all safety issues prior to assignment to the work schedule. The company Orientation and Indoctrination Check-In Sheet will be used for this purpose.
- Confirm all appropriate Personal Protective Equipment (PPE) is issued to employee prior to assignment to work schedule with proper instruction on the use of such equipment.
- Observe operations at every opportunity to ensure compliance with all safety requirements and take immediate action to correct non-compliance.
- Confirm all employees are thoroughly briefed and trained on the proper procedures for reporting work related injuries, and work with Senior Management to modify work schedules for employees assigned "light duty" due to a work related injury.
- Maintains a safe work environment. Understands OSHA and can communicate and perform lock out/tag out, HAZCOM, SDS and other safety policies.

Regulatory Compliance:

- Be knowledgeable of,
 - Industrial discharge permit.
 - Air compressors inspection and certification certificate.
 - Clarification Tanks content testing, inspection, and routine cleaning.

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- Manifest for cleaning of clarifier tanks and disposal of wastewater is maintained on site and immediately available.
- Fire extinguisher annual inspection.
- Storm Water Quality Requirements. Will accompany contracted third-party inspectors conducting the quarterly Storm Water Quality inspection.

Car Wash Facilities:

- Responsible for overall operation and profitability of car wash.
- Develops people and fosters a team environment and a positive company culture on an ongoing basis.
- Administer and track all professional training programs, including, Orientation and Indoctrination, Formal On-the-Job (OJT), and State of Hawaii Certification programs.
- Provides training for new employees and re-trains existing employees to ensure they are oriented to the shop and all company SOP's.
- Attend meetings for training sessions as may be required to remain current or to learn new procedures or requirements.
- Coordinate with Human Resources to confirm all training is fully documented and filed in individual training records.
- Responsible for physical appearance of site, equipment maintenance, maintaining a safe work environment, and chemical and supply inventories.
- Observe and inspect the efforts of the industrial cleaning company that provides deep cleaning three nights for assigned Car Wash.
- Ensure the completion of routine daily cleaning of all spaces and areas of the Car Wash facility.
- Responds to equipment malfunction and manages flight desk.
- Manages inventory.
- Inspect and be continually observant of the landscape area and act as required and/or report the concern to the attention of the Director of Operations and follow through.
- Performs other duties as assigned.

Customer Relationships:

- Being visible on the Car Wash property builds a relationship with the customers and the communities we serve. Be proactive exchange business cards.
- Personally deal with customer complaints expeditiously, thoroughly, and professionally fully documenting the issue and with photographic evidence if applicable.
- Review and share with each team Yelp and Google reviews and develop response for all negative reviews and provide to CEO.

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- Lead by example ensure all team members are attentive and providing a high level of professional service to all customers.

Vendor Relationships:

- Develop a professional working relationship with all vendors necessary for the safe and efficient operation of the carwash facilities, recurrent vendors include:
 - Qual-Chem – carwash chemicals.
 - Tommy Carwash System – supplier of carwash equipment.
 - Washify – supplier of POS system.
 - ALSCO – supplier of rugs, hand sanitizer, cleaning cloths, hand soaps, etc.
 - Honolulu Disposal – supplier of trash dumpster and for trash disposal.
 - Miller Industries – supplier and maintenance of air compressors and other miscellaneous pumps and hardware.
 - Roland Lamug – landscape maintenance.
 - JRD Construction – General Contractor and Electrician.
 - Hagio Plumbing – Plumbing maintenance.
- Verify accuracy of all invoices and billings before submission to Finance Department.

Compensation:

- Annual salary negotiated upon hiring
- Medical Insurance & Family Medical as provided by the company's medical insurance carrier.
- Dental insurance available by company's dental insurance carrier.
- 401K Retirement Plan with 4% company match.
- Company mobile telephone with voice and data service.
- Earned vacation days and sick days as detailed in Employee Handbook.

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