

## **Auto Detailer**

CB Mobile Detail

Missoula, MT and Surrounding Areas

Job Type: Varied hours depending on schedule.

Salary: Per unit detailed

Experience: Auto Detailing, 1 year (Preferred)

License: Drivers (Required), Work Compensation/Work compensation exemption for independent contractors

Work Authorization: United States of America (Required)

Location: We travel to our details, must have own transportation to get to and from detail.

Job Description:

\*\*\*\*NOTE: YOU ARE AN INDEPENDENT CONTRACTOR, NOT AN EMPLOYEE\*\*\*\*

Job Mission:

To deliver timely, professional, and quality details to the greater Missoula area.

2021 Goals:

- Annual growth of 25%
- Detail an average of 5 cars per week.
- Monthly
- Acquire two 5-star ratings.

Responsibilities

Detailing

- You will be responsible for arriving at clients' specified location on time, set up and ready to detail by the appointment start time. Professional and a clean work area at the location. During this pandemic, masks will be required due to CDC guidelines.
- Training will be paid and provided; my expectations are 5-star quality for every detail.

Scheduling

- It is your responsibility to manage your own schedule/availability through our scheduling software. You will be given login information for the application.
- If there is not a detail already scheduled, you are more than welcome to block your schedule, in order to ensure that you get time off.
- If you leave you schedule open and you are booked for a detail, you must perform the detail. Failure to do this may result in the need to relieve you from CB Mobile Detail.

You will be responsible for paying CB Mobile Detail for the cost of the appointment missed.

- If you are late to a detail, there will be a fee removed from your portion of the detail. Clients schedule appointments and expect them to start at that time.

#### Make-up Details

- It will be your responsibility to **fix any mistakes or missed items** that occur during any of your completed jobs.
- These make-up details will be scheduled for you similarly to any other detail. There will be no additional compensation attached to make-up details.
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#### Inventory/Towels

- Inventory management will be one of your responsibilities. The General Manager/Owner will do inventory checks each week. As a contractor, you are responsible for a “monthly rental fee” for equipment, which is \$5.00/month. CB Mobile Detail uses professional products, which I always will have available for you.
- It is your responsibility to drop off all dirty towels each week to be laundered. Failure to do so will result in payment for jobs that week to be withheld.

#### Taxes

- As an independent contractor, you shall be required to file your own taxes annually.
- You are responsible for your withholdings.
- As an independent contractor, you will be responsible to either obtain your own Workers’ Compensation or you will be responsible for obtaining your Work Comp Exemption through the State of Montana.
- You will be required to carry general liability coverage (garage keepers) prior to detailing any vehicles. (Typically costs 25.00/month through progressive)

#### Compensation

For every detail, you will be paid 30% gross of the total revenue generated. You will keep 100% of all tips you earn.

#### Deductions

- If you fail to complete your scheduled job, that job will not be paid.
- If you fail to complete the Pre-Detail Inspection, photos, Post-Detail Inspection, photos- you will be subject to a pay reduction on those jobs.
- If you do not complete the scheduled details up to CB Mobile Detail standards, you will not be scheduled for future jobs.

### Frequency of Payment

- All payments are paid weekly for the jobs completed. If a job is billed to the client, you will receive payment when I do.
- I do pay through PayPal, so you must set up an account to be paid.

### Time Commitment

### General Management

The General Manager will be available to assist you with any managerial needs. This includes new inventory, scheduling appointments, and paperwork.

### Detailing Questions

The General Manager will be available to answer any detailing questions you may have. They will also oversee any training that occurs.

### Quality Control

You will be expected to uphold the quality of services that has been performed since 2015. In order to ensure this, your details may be randomly audited by a manager/owner/ or another detailer. In addition to this, you may be asked to audit another detailers' performance.

### Legal

You are an independent contractor being hired by CB Mobile Detail, LLC DBA CB Cleaning Solutions. You will receive a 1099 NEC form at the end of the year, which will indicate your total earnings. At that point, it will be your responsibility to file your own taxes and pay any taxes that are deemed necessary. Therefore, no taxes will be deducted from your regular pay checks.

Please note you must sign a "no compete clause" with this position.

Sign below to indicate that you understand your job description, agree to the responsibilities and understand that you are an independent contractor that is hired by CB Mobile Detail, LLC. DBA CB Cleaning Solutions, not an employee of CB Mobile Detail, LLC. DBA CB Cleaning Solutions.

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Signature

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Date