

## Car Wash Supervisor Positions

### **Car Wash Setup**

Supervisors responsible for directing students during car wash setup.

#### **Traffic Control Setup**

- Left lane closed sign at corner of 4th and Stevens
- Left lane closed sign at 5th and Washington
- Cones directing traffic into car wash on Washington
- Cones designating 2 car wash rows
- Cones at exit preventing cars entering the wrong way

#### **Ticket/Payment Table**

- Table from bandroom moved to sidewalk corner of 4th and Washington
- Cash box set up
- Envelopes available for cash pulls during the day
- Paper available for car count

#### **Two Rinse Stations - Pre-Rinse, Post-Wash rinse**

- Main hose connected to LC Fieldhouse
- Splitter attached to end of main hose
- 2 hoses attached to main hose
  - 1 hose for car row close to Fieldhouse
  - 1 hose for car row away from Fieldhouse

#### **Wash Station**

- Large buckets filled with soap, water, and sponges
- Tire Scrubbers in small buckets

#### **Dry station**

- Squeegees in small buckets
- Towels and Shammies available for use

## **During Car Wash**

Supervisors responsible for following items during the car wash event

### **Traffic Control - Entrance**

- Direct traffic from Washington into the Car Wash entrance
- Ensure students that are advertising the car wash are staying on the sidewalk and not impeding traffic
- Ensure all students advertising the car wash are within supervisor line of vision

### **Ticket/Payment Table**

- Ensure students working the ticket table are
  - Greeting customers appropriately
  - Collecting tickets
  - Giving correct change
  - Counting each car entering the car wash
- Pull cash from cash box if it becomes too full

### **Rinse Station 1 - Pre-Rinse**

- Ensure student's safety while rinsing cars
- Direct cars forward as needed

### **Wash Station**

- Ensure student's safety while washing cars
- Sponges only on car body
- Tire scrubbers on tires only
- Soap buckets will need period water/soap refills
- Quality control on wash jobs - Washing tops of cars to the best of the student's ability
- Direct cars forward as needed

### **Rinse Station 2 - Post-Wash Rinse**

- Ensure student's safety while rinsing cars
- Quality control on rinse jobs - all soap is rinsed off completely
- Direct Cars forward as needed

### **Dry Station**

- Ensure student's safety while drying cars
- Direct students in using dry towels and hanging wet towels
- Direct students in wringing out and reusing wet shammies

- Quality control on drying
  - Minimal streaks
  - Tops of cars dry, to the best of the student's ability
  - Direct cars forward as needed

### **Traffic Control - Exit**

- Direct traffic through the car wash exit, either up Stevens or through traffic light on 4th
- Ensure cars do not enter through the car wash exit
- Ensure students that are advertising the car wash are staying on the sidewalk and not impeding traffic
- Ensure all students advertising the car wash are within supervisor line of vision

### **Car Wash Clean Up**

Supervisors responsible for the following items during car wash clean up

#### **Traffic Control Clean Up**

- Remove left lane closed sign at corner of 4th and Stevens
- Remove left lane closed sign at 5th and Washington
- Remove cones directing traffic into car wash on Washington **after road is clear of students and car wash materials**
- Remove cones designating 2 car wash rows
- Remove cones at exit preventing cars entering the wrong way **after road is clear of students and car wash materials**

#### **Ticket/Payment Table Clean Up**

- Table from sidewalk corner of 4th and Washington placed in band room
- Cash box returned to Car Wash Coordinator
- Envelopes collected from parent supervisors who have collected donations
- Paper with car count returned to Car Wash Coordinator

#### **Rinse Stations Clean Up - Pre-Rinse, Post-Wash rinse**

- Hoses disconnected and drained
- Hoses coiled and stored in band room locker room
- Spray nozzles and hose connectors placed in storage box

#### **Wash Station Clean Up**

- Soap buckets emptied, rinsed, and stored in band room storage
- Soap containers placed in storage box with spray nozzles and connectors

- Squeegees and Tire Scrubbers in bag for drying and cleaning

**Dry station**

- Towels and Shammies gathered in bags for cleaning