



# PROMOTION GUIDELINES

## Operations

WHITEWATER EXPRESS CAR WASH  
(346) 367-2500  
106 VINTAGE PARK BLVD, #100  
HOUSTON, TX 77070  
[WWW.WHITEWATERCW.COM](http://WWW.WHITEWATERCW.COM)

### Why

The operations promotion guidelines aim to ensure that promotions occur at the appropriate time and only after certain requirements have been met. The guidelines are intended to ensure that people are put in a position to succeed once they have been promoted. This leads to more effective development and higher performance levels once a new promotion is awarded.

### Guidelines

For each position, specific requirements must be met for an employee to be eligible for a promotion. These requirements ensure that people are fully developed and capable of performing their duties. The time requirements also provide an adequate level of commitment to the company from the person being promoted. The following are the promotion guidelines for each position:

#### Qualifications for Promotion to Team Leader 2

- Complete all Development Modules and obtain Manager Development Sign Off on all Team Leader 1 modules and workshops as designated in the WhiteWater Career Path.
- Must not be on Final Notice.
- Any active employee counseling reports must be reviewed by the Area Director and HR Director before a promotion is approved.
- All promotions must be approved by the General Manager and Area Director.

#### Qualifications for Promotion to Shift Leader 1

- Complete all Development Modules and obtain Manager Development Sign Off on all Team Leader 2 modules and workshops as designated in the WhiteWater Career Path.
- Must not be on Final Notice.
- Any active employee counseling reports must be reviewed by the Area Director and HR Director before a promotion is approved.
- Successful completion of a background check.
- All promotions must be approved by the General Manager and Area Director.

#### Qualifications for Promotion to Shift Leader 2

- Complete all Development Modules and obtain Manager Development Sign Off on all Shift Leader 1 modules and workshops as designated in the WhiteWater Career Path.
- Ability and willingness to travel and/or relocate to a different location.
- Must not be on Final Notice.
- Any active employee counseling reports must be reviewed by the Area Director and HR Director before a promotion is approved.
- Successful completion of a background check.
- All promotions must be approved by the General Manager and Area Director.



# PROMOTION GUIDELINES

## Operations

WHITEWATER EXPRESS CAR WASH  
(346) 367-2500  
106 VINTAGE PARK BLVD, #100  
HOUSTON, TX 77070  
[WWW.WHITEWATERCW.COM](http://WWW.WHITEWATERCW.COM)

### Qualifications for Promotion to Store Manager

- Employed with the company as a Shift Leader 2 for a minimum of 45 days.
- Complete all Development Modules and obtain Manager Development Sign Off on all Shift Leader 2 modules and workshops as designated in the WhiteWater Career Path.
- Ability and willingness to travel and/or relocate to a different location.
- Must not be on Final Notice.
- Any active employee counseling reports must be reviewed by the Area Director and HR Director before a promotion is approved.
- Successful completion of a background check.
- All promotions must be approved by the General Manager and Area Director.

### Qualifications for Promotion to General Manager

- Employed with the company as a Store Manager for a minimum of six (6) months.\*\*
- Achievement of all Objectives as outlined above.
- Complete all Development Modules and obtain Manager Development Sign Off on all Store Manager modules and workshops as designated in the WhiteWater Career Path.
- Ability and willingness to travel and/or relocate to a different location.
- Must not be on Final Notice.
- Any active employee counseling reports must be reviewed by the Area Director, Regional Director, and HR Director before a promotion is approved.
- Successful completion of a background check.
- All promotions must be approved by the Area Director, Regional Director, and Regional Vice President.

\*\* Store Managers hired outside the company are not subject to the Store Manager time requirement.

### Qualifications for Promotion to Multi-Site Director

- Employed with the company as a General Manager for at least six (6) months.\*\*
- Achievement of all Objectives as outlined above.
- Complete all Development Modules and obtain Manager Development Sign Off on all General Manager modules and workshops as designated in the WhiteWater Career Path.
- Ability and willingness to travel and/or relocate to a different location.
- Must not be on Final Notice.
- Any active employee counseling reports must be reviewed by the Area Director, Regional Director, Regional Vice President, Vice President of Operations, and HR before a promotion is approved.
- Successful completion of a background check.
- All promotions must be approved by the Area Director, Regional Director and Vice President.

\*\* General Managers hired outside the company are not subject to the General Manager time requirement.



# PROMOTION GUIDELINES

## Operations

WHITEWATER EXPRESS CAR WASH  
(346) 367-2500  
106 VINTAGE PARK BLVD, #100  
HOUSTON, TX 77070  
[WWW.WHITEWATERCW.COM](http://WWW.WHITEWATERCW.COM)

### Qualifications for Promotion to Area Director

- Employed with the company as a Multi-Site Director for a minimum of six (6) months.
- Achievement of all Objectives as outlined above.
- Complete all Development Modules and obtain Manager Development Sign Off on all General Manager modules and workshops as designated in the WhiteWater Career Path.
- Ability and willingness to travel and/or relocate.
- Must not be on Final Notice.
- Any active employee counseling reports must be reviewed by the Regional Director, Regional Vice President, Vice President of Operations and HR before a promotion is approved.
- Successful completion of a background check.
- All promotions must be approved by the Regional Director, Regional Vice President and Vice President of Operations.

### Qualifications for Promotion to Regional Director

- Employed with the company as an Area Director for a minimum of twelve (12) months.
- Achievement of all Objectives as outlined above.
- Complete all Development Modules and obtain Development Sign Off on all Multi-Site Director modules and workshops as designated in the WhiteWater Career Path.
- Ability and willingness to travel.
- Must not be on Final Notice.
- Any active employee counseling reports must be reviewed by the Regional Vice President, Vice President of Operations, Chief Financial Officer, President, and HR before a promotion is approved.
- Successful completion of a background check.
- All promotions must be approved by the Regional Vice President, Vice President of Operations, Chief Financial Officer, and President.