



# 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 are intended to ensure that people are put in a position to succeed once they have been promoted. For each position, specific requirements must be met for an employee to be eligible for a promotion.

#### ***Qualifications for Promotion to Shift Leader***

- Complete all Development Modules and obtain Manager Development Sign Off on all Team Leader and Shift Leader 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 Store Manager***

- Employed with the company as a Shift Leader for a minimum of 45 days.
- Complete all Development Modules and obtain Manager Development Sign-Off on all Store modules 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 General Manager modules 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.



# 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 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 Development Sign Off on all Multi-Site Director 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.

### **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 Area Director 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.