

## Position Overview: Cashier

---

B!KE hiring for a part-time cashier to help operate our downtown workshop and store. Responsibilities will include basic retail operation and customer service, as well as workshop organization and cleaning. The ideal candidate for the position is passionate about bicycles, knowledgeable about bicycle repair and maintenance, and excited to play an ongoing role in fostering a community of cycling in Peterborough.



August 19, 2020

## Terms of Reference

**Reporting to:** Executive Director

**Job Details:** 30 hours per week for 9 weeks, \$14 per hour

**Terms of Employment:** This position is funded by Canada Summer Jobs. To be eligible for employment you must be **under 30 years of age** and be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations

### Responsibilities:

- Greet community members & provide customer assistance
- Sell new and used parts, as well as new, refurbished, and as-is bicycles
- Maintain accurate daily cash records, work with members and shop users to ensure that *all* parts are paid for before departing from the shop
- Basic weekly cleaning & organizational duties
- Provide retail and program information to members and the public
- Self-organize and self-motivate to work productively
- Perform basic cleaning duties as well as sanitization of surfaces as dictated by COVID protocol
- Adhere to all Public Health guidelines including frequent hand washing and required mask use in the workplace
- Act as an ambassador of the organization

## **Qualifications:**

- Demonstrated interest in bicycles and bike culture
- Experience in retail/service environments
- Good personal motivation
- A way of engaging that is friendly and respectful

## **Supplementary Notes:**

### ***Physical Demands***

Must possess mobility to work in the shop, including ability to use fine motor skills, lift objects weighing up to 50lbs), navigate stairs and the basement; operate a bicycle; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone.

### ***Environmental Elements***

Employees work primarily in a workshop environment with moderate noise levels and controlled temperature conditions, and some exposure to and hazardous physical substances and fumes. Less frequently employees work in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing policies and procedures. Employees may be required to work evenings and/or weekends.

### ***Equal Opportunity***

BIKE is an equal opportunity employer. Women, people of colour, LGBT persons, and people with disabilities are strongly encouraged to apply.