

# Job Description:

## Canada Summer Jobs, Cashier

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B!KE: The Peterborough Community Bike Shop  
293 George Street North  
Peterborough, Ontario  
K9J 3H3  
[www.communitybikeshop.org](http://www.communitybikeshop.org)

April 3, 2023

### Position Overview

B!KE relies on our enthusiastic and knowledgeable staff to provide customer service, work in our retail and online store, and support general operations. This position is aimed at someone aged 18-30 who is interested in gaining professional experience through the Canada Summer Jobs program. B!KE offers educational programming about bicycle maintenance, repair, and riding. We have over 600 members who use our downtown bicycle repair shop to complete DIY bike repairs. This position is a unique opportunity to work at B!KE with little to no knowledge of bicycles! The ideal candidate for this position is adept at learning new software platforms, keen to dive into a spreadsheet, and enjoys creating systems to support the organization.

### Position Details

**Terms:** 30hpw @ \$18.35/hr, 12-week contract

**Reporting to:** Executive Director

### Purpose of the Position

- Welcome people into the space, answer questions about the charity, and assist customers in making purchases both in-store, and online.

### Tasks & Responsibilities

- Provide customer assistance
- Sell new and used parts.
- Maintain accurate records.
- Basic weekly cleaning & organizational duties
- Provide retail and program information to members and the public
- Self-organize and self-motivate to work productively
- Act as an ambassador of the organization
- List items for sale on eBay, and Kijiji
- Other administrative duties as required

## **Eligibility:**

- Be between 15 and 30 years of age at the start of the employment\*;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment\*\*; and,
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

## **Qualifications:**

- Typing speed of 35 words per minute or greater
- Demonstrated ability to complete detail-oriented tasks
- Strong written communication skills

## **Assets:**

- Knowledge of bicycles and bicycle parts
- Previous experience with database management
- A passion for bicycles
- A knowledge of anti-oppression principles
- Scheduling availability to work 30 hours per week over 3 to 6 workdays

## **Supplementary Notes**

### **Physical Demands**

The position requires employees move about the store, workshop, and basement. The employee will need to regularly ascend and descend stairs (at times transporting objects), and occasionally operate a bicycle. In addition, the position requires the ability to communicate and exchange information with individuals groups and over the phone. The position will be required to access and input information on the computer and hard copy documents. In addition, the position requires the ability to communicate and exchange information in person.

### **Environmental Elements**

Employees work primarily in shared retail and workshop environment with moderate noise levels and controlled temperature conditions. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Employees may be required to work outside of normal work hours such as evenings, early mornings, and/or weekends.

## **Equal Opportunity**

B!KE is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, aboriginal people, persons with disabilities, and persons of any sexual orientation or gender identity.

## How to Apply

Please submit resume and one page cover letter in .pdf format to [director@communitybikeshop.org](mailto:director@communitybikeshop.org) with the email subject line "Canada Sumer Jobs, Cashier" by April 21<sup>th</sup> at 5 p.m. Only those who are an invited for an interview will be contacted.