January 23, 2020
Job Posting - Bicycle Mechanic

The Bike Kitchen provides UBC students and the wider community with an accessible environment where they can learn about bicycle maintenance and cycling as a safe and sustainable means of transportation. We engage in education, outreach, and advocacy through our programs and our community bike shop. For more details on our programs and services, please visit thebikekitchen.ca.

The Bike Kitchen is hiring both junior and senior bike mechanics to work either part time or full time, for an ongoing time period. We ask for a minimum one year commitment. On-the-job training will be provided for junior mechanic positions; senior mechanics are expected to have prior experience in the following areas:

Duties and Responsibilities

- Maintain the Bike Kitchen as a safe, professional, fun, anti-oppressive, and inclusive working environment for all staff, volunteers, and customers.
- Set and maintain standards of mechanical repairs
- Assess and repair bicycles
- Complete work orders, check the work of other mechanics
- Help develop training procedures for junior staff and provide guidance
- Provide mechanical guidance and mentorship to volunteers and customers
- Utilize Lightspeed, our point-of-sale system, to perform retail activities
- Front desk customer service: greeting people as they come into the space, answering the phone, resolving complaints or issues
- Basic shop tasks, such as daily maintenance cleaning and organizing

This position provides an opportunity to staff our ongoing programs such as access nights, volunteer nights, and outreach events; doing so is optional and may require work after hours or on weekends.
This position also offers a unique opportunity to learn about cycling and recycling in Metro Vancouver, and to learn about the inner workings of a not for profit community bike shop.

Qualifications

- A strong understanding of and commitment to anti-oppressive values and practices
- Strong professional communication and interpersonal skills
- Excellent organizational skills
- Can work both independently and with a small team
- Knowledge/interest in cycling culture and cycling advocacy
- Basic computer skills (word processing, emails)

Assets

- Experience working for a non-profit organization
- Some experience with community bike shops, either as a volunteer or staff member
- Intermediate to advanced bike mechanical skills

Job Specifications

- Compensation: $15.00 - $20.00 DOE
- Hours: 16-40 / week
- Position start date: As soon as possible
- Direct report: Alex, Shop Manager

Please email your resume and cover letter to admin@thebikekitchen.com with the subject heading “Application: Bike Mechanic”.

The Bike Kitchen is located on unceded Musqueam territory. We encourage Indigenous people, as well as all people who are underrepresented in the cycling industry to apply for this position.