



BIKE WORKS
BICYCLING • YOUTH • COMMUNITY • EDUCATION • ACCESS • ENVIRONMENT • SOCIAL JUSTICE

Bike Works Classrooms & Offices
3715 S Hudson St, #101
Seattle, WA 98118 • 206.695.2522

Community Bike Shop
3709 S Ferdinand St
Seattle, WA 98118 • 206.725.8867

bikeworks.org

SEASONAL BIKE SHOP MECHANIC

Bike Works, the Seattle bike-education and community-focused non-profit, is hiring a **Seasonal Bike Shop Mechanic** in our community bike shop. The position is part-time, paid hourly.

Position Summary:

This position will provide professional-quality mechanical repair services and attentive, quality customer service in a high-energy, fast-paced bike shop. Other duties will include sales, receiving and pricing orders, and maintaining accessible, organized retail displays.

Employee Classification: Part-time, Seasonal, Non-Exempt 16-24 hours per week

Reports to: Shop Director

Primary Responsibilities:

1. Provide mechanical support in bike shop:
 - a) Diagnose and process bikes dropped off for service at shop
 - b) Perform bicycle repair, maintenance, and walk-in services on customer bicycles as needed
 - c) Adhere to service writing process, seeking to provide value to customer through repair instructions written for mechanic staff
2. Deliver professional, accessible, and helpful customer service to a diverse customer base:
 - a) Assist customers in purchasing a bike, helping them find the size and style they need within their price range
 - b) Help customers choose bike parts and accessories to purchase
 - c) Operate point of sale software and cash register
 - d) Act as public face of Bike Works, providing general information about our organization and program offerings
3. Support daily bike shop operations:
 - a) Open and close bike shop
 - b) Answer phone calls
 - c) Maintain a clean and organized work environment
 - d) Assist with processing donated bikes, parts, and accessories as needed

- e) Assist with the recycling of bicycle bi-products and shop materials as needed
- f) Assist with inventory upkeep
- g) Work to create and maintain an environment in our bike shop where youth and adults feel safe, supported, and respected

Desired Qualifications:

- Ability to provide quality, timely repair services to a wide variety of bicycles
- Excellent customer service skills
- Self-directed, energetic, flexible and personable
- Must be able to work independently and as part of a team
- Strong interpersonal skills and a friendly outgoing attitude with a desire to work with the public
- Ability to multi-task in a fast paced environment

Compensation:

Hourly, non-exempt (\$25/hr). Work schedule includes one weekend day.

Conditions of Employment:

Bike Works is an Equal Opportunity Employer committed to supporting a diverse and talented staff. In compliance with applicable laws and in furtherance of its commitment to fostering an environment that prioritizes equity, access, and inclusion, Bike Works does not discriminate on the basis of race, color, creed, religion, national origin, sex, disability, age, veteran status, sexual orientation, gender identity or expression, or marital status.

Candidates who identify as Black, Indigenous, People of Color, trans, nonbinary, queer, and/or disabled are strongly encouraged to apply.

Who We Are:

- collaborative team players
- passionate educators
- bike riders, bike mechanics
- social justice activists
- energetic and hard workers who manage time and risk
- self-starters with growth mindsets
- personable and humorous

How to Apply:

Please visit our website at <http://www.bikeworks.org> for more information about Bike Works. Email your resume, cover letter, and contact information for three references to kellen@bikeworks.org. Priority will be given to applications received before March 28th.