**Title of Position:** Bicycle Loan Program

**Division/Department**: Sustainable Campus - Frost

**Job Duties**

* Maintaining bicycles in safe working order including:
* Winterize bicycles
* Care and maintenance of bicycle repair tools
* Keep inventory on bicycle repair supplies and report order requirements to the Sustainable Projects Coordinator
* Liaise with Biocommons staff who sign in/out bikes to borrowers
* Responsible for taking bicycles every day in and out of storage facility
* Maintain a clean working environment
* Assists with the planning, organizing and advertising of basic bike maintenance workshops
* Uphold all policies of the Bike Loan Program
* Other duties, as assigned

**Qualifications**

* Experience caring for and maintaining bicycles in safe working order
* Knowledge of a variety of bicycles included but not limited to road bikes and mountain bikes
* Possess bicycle repair skills an asset. Have ability to use bicycle tools properly and safely
* Knowledge of local riding area helpful
* Knowledge of equipment use and bike safety
* Good oral and written communication skills
* Good customer service skills to deal effectively with staff and the public
* Ability to lift, carry, hold, bend and stoop
* Ability to work as an effective team member
* Ability to carry out basic oral and written instructions with minimal supervision

**Additional Information ie special equipment or travel**