

JOB DESCRIPTION

Job Title: Bicycle Technician

Age: 16 to 26 as this post is funded by
The Holywood Trust

Post Duration: 1 year

Responsible To: Operations Manager

Hours of work: 4 days per week

Hourly rate: £12

Reporting To: Programme Manager

Job Purpose: To reuse bicycles in the local area, that you will accept as donations, assess and repair to ensure they are compliant with industry standards, before being placed on sale for the general public to purchase or rent.

You will undertake training in bicycle maintenance and repair the bikes, salvage bike parts, check each bike is safe to use and sell the bikes and bike parts in the shop and online.

Job Activities

1. Organise and implement ongoing maintenance programmes to ensure the bicycle fleet is in full working order for our customers to purchase.
2. Supervise and undertake disassembling of bicycle spares, monitor and track bicycle spares and supplies. Ensure orders of bicycles are prepared and ready for customers to collect.
3. Take responsibility for health and safety in the bike maintenance area. Invest time and effort in training and developing your bike maintenance skills.
4. Actively get involved in the national accredited bicycle maintenance program to become suitably qualified to repair bicycles.
5. Repair bicycles on a daily basis in accordance with an accredited bicycle repair manual.
6. Ensure bicycles are checked against Revolve standards to ensure compliance with safety standards in advance of being placed on sale or for rental.
7. Organise store display, storage & workshop and sell bicycles on a day-to-day basis.

8. Prepare for, organise and work with unpaid volunteers & trainees on daily activities.
9. To assist in the recording and logging of items received and sold as per the company's stock recording and item identification system.
10. To supply up to date reports on activities to the Programme Manager.
11. To maintain good communications with work colleagues and customers.
12. To actively contribute to the development of the company and promote the company and its services
13. To maintain confidentiality within the work place
14. Any other duties as is reasonably requested by line manager/manager and is commensurate with duties of the post.

The nature and size of the Furniture Project means that all workers must recognise the need for a flexible response to the work. Priority should be given to the work outlined in the above job description. An active commitment to the social enterprise and the importance of staff meetings and training are three points that should help ensure that the job description is workable.

To work in accordance with the terms and conditions of employment, as noted in the company terms and condition booklet and the numerous company policies applicable at any given time.

Terms and conditions are updated from time to time and in this event, employees will be provided with a revised copy whereby the usual procedures for consultation will be followed prior to implementation.

All offers of employment are subject to undertaking and completing an enhanced PVG