Apprentice Position

The Apprentice is responsible for completing the Hub Apprenticeship Program in accordance with the Hub’s worker expectations. Upon successful completion of the Apprenticeship Program, the worker may apply to transition into the Hub’s service department as full-time staff.

Responsibilities

- Complete all outlined trainings.
- Assemble & test ride new bikes
- Engage in continued training by performing and documenting repairs on Used bicycles, compliant with Hub service standards.
- Ask questions of other service area staff if unsure of procedure.
- Maintain the service area’s appearance and organization by fulfilling the end of shift checklist (e.g. sweeping, empty garbage and recycling containers, tool organization, etc.)
- Attend and participate in service and general meetings
- Be aware of & monitor individual biases in all interactions
- Respectfully accept guidance, feedback, and double checks related to job duties
- Respectfully communicate with co-workers across various departments
- Familiarize yourself with and follow Hubs norms and policies, as outlined in the Official Hub Handbook and Service Department Handbook
- Hold yourself and co-workers accountable to Hub policies & practices via direct communication and peer reviews

Desired qualifications

- Organized and detail oriented
- Effective and open communication skills and commitment to creating a welcoming environment for folks from all walks of life
- Ability to prioritize tasks and work independently and efficiently
- Ability to have candid conversations with co-workers and maintain an open and respectful environment
- Motivated individual
- Experience with--or interest in--consensus-based decision making and/or cooperative structures
- Prior experience in the bicycle industry (eg: bike repair or bike sales) encouraged, but not required.

Physical Demands:

- The person in this position needs to move about the shop to assist customers and access tools and parts.
- Frequently moves bicycles, accessories, and other cycling equipment weighing up to 50 pounds up to and past eye level.
- Frequently manipulates and moves items smaller than a coin.
- Must be able to perform the essential functions of this job, reasonable accommodations may be made to enable individuals to perform these essential functions.
Time Expectations

- 24 hours/week
- General Meetings on the first Tuesday of each month (2 hours/month)
- Service Dept Meetings on the first Wednesday of each month (2 hours/month)