

Minnehaha Used Area Co-Coordinator

This position is responsible for collaborating with the Used Area Co-Coordinator in the overall operation of the used area. It is a full time, year round position with the expectation that 16 hours are spent working on Used Area Co-Coordinator responsibilities and meeting attendance. This position qualifies as level 4 of the wage scale.

Responsibilities

- Buy used bikes and parts that meet Hub Bike Co-op criteria for resale
- Check in bikes: assess the cost of labor and parts, create a repair tag, and put the repair tag in repair queue
- Communicate to Ordering and Receiving what parts need to be ordered for used repairs
- Use the APS system to register used bikes and frames purchased; respectfully work with our police liaison for the APS system
- Send out checks to bike sellers that have cleared police reports
- Process consignment bikes and issues that come up with them
- Keep used area organized and maintained: bikes and parts priced and clearly labeled, wheels organized by type, merchandising this area as needed
- Take on projects that tackle better practices in the used area: improve tagging method, used parts inventory system, used bike buying guide, used department scheduling, etc.
- Willing to go to sites where used bikes and products can be found or purchased
- Attend and help facilitate service area meetings
- Attend general meetings
- Follow Hub Bike Coop and Service Department norms and policies
- Communicate with customers and co-workers in a respectful manner
- Work with service area coordinators to train service staff on used bike processes and procedures
- Participate in on-boarding and training of seasonal staff
- Assist in planning and implementation of the annual Used Bike Extravaganza

Desired Qualifications

- Extensive knowledge of bikes and bike components (brands, models, different technologies)
- Organized and detailed oriented
- Computer-literate, able to use spreadsheets, word processing, email and POS
- Friendly customer service
- Self-motivated; ability to prioritize tasks, work independently, and efficiently
- Ability to maintain an open and respectful work environment
- Experience with consensus decision making
- Experience in communication and interpersonal relations
- Additional language skills a plus

Time Expectations

- 32-40 hours a week depending on labor needs/season (minimum of 16 hrs/wk for used co-coordinator role - ex. 12 hr used shifts + 4 hr administration)
- Service Department Meetings/Trainings (6-8 hours a month)

- Must attend General Meetings (2 hrs/month)
- Occasional overtime in peak season (March - September)

Compensation

- Starting wage between \$15.75 - \$17.25/hr, depending on experience
- PTO plus the flexibility to request additional unpaid time off
- Employee discounts on bike and product purchases
- Paid parental leave available after 1250 hours worked
- Option to apply to become a Worker-Owner after 1000 hours worked, which includes paid health insurance (equivalent to an additional \$2-\$4/hr, depending on plan) and annual patronage dividends