



Job Description: Shop Manager (Full-Time)

Bike Saviours Bicycle Collective
1930 South Roosevelt Street
Tempe, AZ 85281

(602) 429-9369
<http://bikesaviours.org>

Summary

Bike Saviours is a non-profit, community-based, educational bike shop in Tempe, Arizona. Bike Saviours uses donated, recycled bicycles and parts to teach people how to build or repair their own bicycles and provide low- or no-cost transportation. The Shop Manager handles most tasks necessary for the daily operation of Bike Saviours outside of Open Shop interactions with patrons. The Shop Manager reports to the Board of Directors.

Duties and Responsibilities

The Shop Manager:

- upholds the policies and values of Bike Saviours;
- processes and prices donations of bicycles and parts;
- manages inventory, including both new and used;
- maintains Bike Saviours' facility;
- assists the Lead Mechanic during Open Shop;
- completes various administrative tasks, including record keeping and payroll;
- performs custodial work, including cleaning the inside and outside of the facility;
- interacts with the public during shop hours and at outreach events;
- and leads volunteers to accomplish the above tasks.

Skills and Competencies

The Shop Manager should:

- have a working knowledge of bicycles, including repair, parts, and value;
- be comfortable performing facility repair tasks, including basic carpentry, plumbing, and electrical work;
- be competent in the use of computers, including email, word processing, and spreadsheet software;
- be able to communicate clearly and effectively in person, over the phone, and electronically;
- and be able to work individually and with a team to accomplish tasks.

Compensation and Benefits

- \$12-\$14/hour DOE
- 40 hours PTO/year
- 24 hours sick leave/year
- Pro deals on bicycles, parts, and accessories

To apply, send a resume and cover letter to Jim Tolar at jim@bikesaviours.org