



BOYS & GIRLS CLUBS
OF SONOMA VALLEY
100 W. Verano Ave., Sonoma, CA 95476
707-938-8544

Title: Cashier/Assistant Mechanic
Department: Operation Bicycle
Reports To: Operation Bicycle Manager
Status: Non-Exempt/Part-time
Compensation: \$16-17

OUR MISSION is to provide positive opportunities for our community's youth and teens to learn, succeed, and discover their full potential.

Boys & Girls Clubs of Sonoma Valley (BGCSV) is a non-profit organization that has been serving our Sonoma community since 1962. While we are part of the national movement of 4,000 Boys & Girls Clubs across the country, our organization is independently run. The Boys & Girls Clubs of Sonoma Valley is a mission-driven, forward-focused organization committed to partnering with schools and other community organizations to provide youths 6 – 18 years of age with positive opportunities to learn and succeed. We provide our exceptional youth development programs to over 2600 youth annually.

Operation Bicycle is one of our social enterprise businesses which provides education and training opportunities for teens and young adults through bicycle mechanics classes, community events and employment opportunities in the shop. The program provides on-the-job training and entrepreneurial skills to prepare youth for jobs in the community.

POSITION DESCRIPTION

The bike shop staff and volunteers work with teens to repair used bicycles for sale and provide maintenance and repair services for the general public. The Cashier/Assistant Mechanic (CAM) is responsible for helping with all day-to-day duties at Operation Bicycle. Duties include, but not limited to repairing & servicing bikes, assisting customers in purchasing bikes, parts and accessories. The CAM is also responsible for working special events such as the Farmers Market Bike valet.

KEY RESPONSIBILITIES

- Repair donated bicycles for sale and customers' bikes in for service
- Assist in Opening/Closing the shop as well as keep it clean and organized
- Provide excellent customer service by recommending suitable bikes and accessories
- Check in and out bikes for service in accordance with established protocols
- Accept and organize donations
- Unpack deliveries: check items against packing list, affix price stickers, and break down and dispose of packing boxes and materials appropriately
- Answer the phone and work the register
- Clean & organize the shop, stock shelves, assist customers with their own repairs.
- Assist with special/community events

- Ensure program operations and activities adhere to legal guidelines and organizational policies and procedures as described in the organization’s Employee Handbook and elsewhere

SKILLS, ATTRIBUTES AND EXPERIENCE

- Good common sense and awareness
- Punctual, trustworthy, honest, organized
- Good communicator
- Mechanically minded
- Self- motivated
- An inclusive, collaborative and team-oriented attitude
- Bilingual in Spanish is a plus
- Valid driver’s license
- At least 14 years of age
- Available weekends

I have read and agree to carry out the above stated responsibilities.

Employee Signature

Date

The above declarations are not intended to be an “all-inclusive” list of duties and responsibilities of the job described to do the job. Rather, they are intended only to describe the general nature of the job.

Employment with the Boys & Girls Clubs of Sonoma Valley shall be “at will” and either the Club or the Employee may terminate the employment relationship at any time, with or without cause. This “at will” employment may not be changed except in writing signed by both the employee and an authorized representative of the Club.