

Cycle Salvation – Shop Supervisor

Are you looking for a unique role to play in Ottawa’s cycling community? The Cycle Salvation Shop Supervisor will supervise and work with workshop staff to ensure smooth operations while providing training and facilitating the development of transferrable work skills. We do this through delivering a high quality bike recycling and refurbishment service with a triple bottom line: people, profit, planet.

Duties and responsibilities

- Supervise a team of 8-15 shop staff to ensure sufficient product inventory.
- Teach basic bike maintenance, repair and refurbishment, including use and care of equipment, and good workshop practices.
- Train staff in customer service with the goal of increasing sales.
- Be involved in hiring process of new Cycle Salvation staff, providing orientation and training.
- Model professional workplace behaviour, create a positive workplace culture, foster and reinforce appropriate workplace conduct and employability skills.
- Manage scheduling, ensuring coverage of shop needs while balancing needs/abilities of staff.
- Ensure the quality of customer service and product meets Cycle Salvation standards.
- Record staff hours, monthly sales and statistics through Causeway payroll and client management systems.
- Enforce adherence to Health & Safety regulations and code of conduct guidelines to ensure safe working practices.
- Represent Cycle Salvation to the public when requested.

Qualifications and Skills Requirements

- Over 2 years of experience in bike repair and bike refurbishment
- Good knowledge of bicycles and machines/tools related to bike refurbishment, including their designs, uses, repair and maintenance
- Training, teaching or coaching experience reflecting strong interpersonal skills
- Adaptive management style to suit a wide range of abilities and learning styles
- Punctual, well-organized with attention to detail
- Full valid driver’s license, clean driving record.
- Police records check for vulnerable sector

Remuneration and Contract Period

- \$19.23 per hour,
- Full time, 35 hrs per week, Tuesday-Saturday 10-5
- Competitive benefits package includes health & dental, RRSP contributions, vacation accrual

**PLEASE EMAIL YOUR RESUME AND COVER LETTER TO LUANNE GAUVREAU AT
LGAVREAU@CAUSEWAYWORKCENTRE.ORG**

Causeway encourages qualified candidates from diverse backgrounds, including those who may need accommodation, to apply to join our staff team. Please advise if you require accommodation throughout the recruitment process.

We thank all applicants for their interest but only those selected for further consideration will be contacted.