

Work-Study Students Sought for the Saxon Bike Hub

Job description:

1. Staff the lending area of the Saxon Bike Hub in Davis Gym.
 - Assist students, faculty and staff in checking out and returning bikes, using a standard checklist and protocol
 - Ensure that all users have the appropriate paperwork on file
 - Responsible for maintaining a receipt system for various forms of payment
 - Maintain records on all bikes, update as appropriate
 - Keep program director apprised of every problem, change, or question regarding the bikes.
 - Document and report any situation that is questionable for the University's risk managers.

2. Perform light maintenance on fleet of bikes.
 - Fit each bike to user
 - Perform general cleaning on each bike when it's returned, if necessary
 - Conduct a basic checklist of safety reviews before renting any bike.
 - Keep tools and work area in clean and orderly condition.

Requirements: Any student with interest and available work-study hours is encouraged to apply. Training will be provided on how to perform the basic maintenance required of this position.

To apply: Please contact Kathy Woughter, VP Student Affairs, 607-871-2132, Carnegie Hall. You can also send your resume or statement of interest to bikelending@alfred.edu.