



## Bike Rental Clerk

Responsible for selling, stocking and maintain product inventory as required. A positive, riendly and courteous attitude toward customers and co-workers is necessary.

## Principal Duties and Responsibilities

- Responsible for opening and closing procedures
- Responsible for keeping all counters, shelves, floors and windows clean
- Must be courteous and helpful to customers
- Responsible for preparing bikes to rent
- Responsible for light bike maintenance
- Maintain neat and clean uniform, presenting oneself in a well-groomed manner
- Other duties as assigned

## Knowledge, Skills and Abilities Required

- Able to understand and carry out directions
- Basic reading skills
- Ability to lift and carry 75 pounds
- Excellent communication skills and ability to work under stress
- Ability to ride a bicycle
- Punctuality

## Reporting Relationship

Reports to Bike Rental Manager, Front Desk Manager and other upper management

## Uniform Items Required to be Purchased before Arrival

- Athletic Shoes
- White Socks