

Production Manager

Reno Bike Project's Production Manager is responsible for consistently and effectively managing all operations of production. The Production Manager works with the Executive Director and Shop Manager in development and administration to achieve RBP's mission and maintain all production practices therein.



Aside from operating a full-service repair department, our organization is committed to helping people learn bike repair/maintenance in our public workstations, where the public can utilize our tools and knowledge in order to repair their own bikes. People from all walks of life and skill levels use our shop and sometimes that can be a challenge. Patience and a good attitude are mandatory attributes. Working at RBP is an opportunity to join a close-knit and motivated group who, daily, make a substantial impact on the cycling community in Reno by educating and encouraging cyclists to be self-reliant, motivated, and knowledgeable. This position reports to the RBP Shop Manager.

In production, the Production Manager will:

1. Ensure that all bike builds and repairs are finished completely and properly in a timely manner.
2. Ensure a level of cleanliness and order in the shop.
3. Work to create Standard Operating Procedures (SOP's) that align staff.
4. Inform the Executive Director and Shop Manager of inventory levels/needs and work with the Shop Manager to order new stock inventory as needed.
5. Work with Shop Manager and Director of Operations to manage transportation of inventory between production shop and bike shop, while balancing the needs of the program staff.
6. Work with the Shop Manager and Director of Operations to ensure workspace availability for production and programming.
7. Ensure that customers are fully helped and attended to as needed.

In Administration and Staff Relations, the Production Manager will:

1. Work with the Shop Manager and Executive Director to ensure that a production staff is full and adequate for the workload.
2. Work with the Shop Manager to create a staff/volunteer schedule to ensure that all bike work is adequately finished.
3. Keep a record of volunteer information and hours.
4. Keep a record of daily and weekly production and inventory.
5. Assist with any budgeting and reporting as needed.
6. Ensure employee hours are reported to the Shop Manager in a timely manner.

In Personal and Community Relations, the Shop Manager will:

1. Have a good attitude.
2. Have a passion for bikes and bike stuff.
3. Have a desire to be an integral part of the Reno cycling community.
4. Work to bridge the gap between Grove & 4th street shops, as well as between the shop and programs.

Qualifications:

- Excellent bicycle repair skills;
- Strong customer service skills;
- Spanish fluency or proficiency highly desirable;
- A self-directed, energetic, flexible, and personable attitude;

- Excellent organizational skills;
- The ability to work both independently and as part of a team;
- The ability to multi-task in a fast-paced environment and the ability to work some weekends and holidays to support business needs; and
- Managerial experience preferred.

Schedule: Full-time/part-time available. **Compensation:** \$17/hour or DOE; medical insurance provided for FT employee

To Apply: Submit cover letter, resume, and 3 professional/academic references to noah@renobikeproject.org, or in person at RBP.

Reno Bike Project is a 501(c)(3) non-profit community bicycle shop and resource for the Truckee Meadows committed to creating a nationally recognized, cycling-friendly community through education, cooperation and advocacy. Our goal is to be a diverse and inclusive workforce that is representative, at all job levels, of the community we serve. This position is available to all, without regard to race, color, national origin, disability, age, sex, gender, sexual orientation, political affiliation, religion, or any other status protected under the law.