



Bike Cave Job Descriptions

Level 1 – Bike Cave Attendant (Entry Level)

Level 2 – Bike Cave Manager (Promotional Opportunity)

Level 1: Bike Cave Attendant Job Description

Bike Cave Attendants oversee the daily operations of the Bike Cave, patrons, and programs while on duty. This overnight provides promoting an inclusive environment for students and public, cleaning and shop maintenance, and programming.

Bike Cave Attendant Job Responsibilities

- Monitor activities and usage throughout the Bike Cave
- Be knowledgeable of all campus recreation policies and guidelines, enforce policies as needed
- Complete bike cave cleaning and daily tasks to maintain cleanliness of the facility
- Maintain organization of equipment within bike cave
- Wear appropriate staff uniform and model professional work behaviors
- Respond to emergency situations according to established departmental protocols that include care for injured, initiation of Emergency Response Plans, notification of appropriate university authorities, and completion of paperwork.
- Attend required training sessions and meetings

Professional Skills to be gained:

- Initiative
- Accountability
- Collaboration
- Problem Solving
- Professionalism

Required Job Qualifications

- All campus recreation staff must have current First Aid/CPR/AED Certification, or ability to obtain within 30 days of start date.
- Current University of Pittsburgh undergraduate or graduate student
- Ability to lift up to 45 pounds and stand on your feet/be mobile for up to 4 hours
- Willingness to work nights and weekends
- Prior bike repair experience is preferred, but not required.

Additional Information

- **Position Type:** Entry Level
- **Pay Rate:** \$10.00 per hour
- **Work Schedule:** Not to exceed 20 hours a week; minimum requirements of 6 hours per week; days/times TBD based on facility hours
- **Required Documents:** Resume
- **Optional Documents:** Cover Letter – Strongly Encouraged
- **Does this position require FWS award?** No
- **Application Instructions:** All applications must be submitted through Pitt Talent System

Level 2: Bike Cave Manager Job Description

Bike Cave Managers oversee the daily operations of the bike cave, patrons, and programs while on duty. In addition, Bike Cave Managers supervise on shift personnel.

Bike Cave Manager Job Responsibilities

- Provide direct supervision and guidance to Bike Cave Attendants.
- Ensure staff are present, in uniform, in designate position and completing assigned tasks
- Contact missing Bike Cave Attendants and fill in onsite positions as needed
- Ensure all facility policies and guidelines are being upheld.
- Complete hourly participation counts and all accompanying manager paperwork.
- Collaborate with Assistant Director, Outdoor and Adventure Pursuits as needed to handle accidents and incidents within the Campus Recreation and Wellness Center
- Ensure facility is opened and closed properly according to daily facility hour schedules
- Assist with events and facility reservations taking place on shift
- Respond to emergency situations according to established departmental protocols that include care for injured, initiation of Emergency Response Plans, notification of appropriate university authorities, and completion of paperwork.
- Attend required training sessions and meetings

Professional Skills to be gained:

- Leadership
- Conflict Management
- Collaboration
- Situational Awareness
- Professionalism

Required Job Qualifications

- All campus recreation staff must have current First Aid/CPR/AED Certification, or ability to obtain within 30 days of start date.
- University of Pittsburgh undergraduate or graduate student
- Ability to lift up to 45 pounds and stand on your feet/be mobile for up to 4 hours
- Teamwork, critical thinking, and communication skills are key aspects of performance in this role
- Provide onboarding training to Bike Cave Attendants

Additional Information

- **Position Type:** Promotional Opportunity for current Climbing Wall Attendants
- **Pay Rate:** \$12.00 per hour
- **Work Schedule:** Not to exceed 20 hours a week; minimum requirements of 6 hours per week; days/times TBD based on facility hours
- **Required Documents:** Resume and Cover Letter
- **Does this position require FWS award?** No
- **Application Instructions:** Must submit all required documents to the Assistant Director, Outdoor and Adventure Pursuits. *Internal applicants only.*

For more information regarding student employment at the bike cave contact Sarah Brown, Assistant Director, Outdoor and Adventure Pursuits @ sjb239@pitt.edu

