

Job Description

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Job title

Car & e-bike Fleet Support Worker (part-time)

About the job

Location: Exeter-based

Reports to: Fleet Manager (Fiona Harding)

Hours: Minimum 10 hours per week, up to 20 hours per week

- this will include one day a week 9am to 4pm
- plus additional hours on other days of the week (can be early morning and evening - we are flexible to fit around any other work commitments)

Pay: £9 per hour

Contract: Permanent after probation period

Employee Benefits: Optional workplace pension, statutory holiday and sick pay,

free membership of Co Cars and Co Bikes (excluding usage fees)

About Co-cars

Co Cars | Co bikes is revolutionising the way people travel in Exeter and the South West. Our network of shared electric/hybrid cars can be hired by the hour and we are proud to have pioneered the UK's first on-street electric bike hire scheme. Find out more at co-cars.co.uk

The Role

The Fleet Support Worker is responsible for ensuring that cars and e-bikes are roadworthy and clean, for the safety and enjoyment of customers.

We are interested in hearing from people with an interest in cycling and sustainable transport, and with a practical bent. No formal trade qualification is required, just general experience with cars and bikes (e.g. visual and mechanical checks, tyre inflation).

Duties and responsibilities

- Inspection & cleaning of Co Cars (on day a week, as part of a team)
- Checking, cleaning and transfer of Co Cars (as required, lone work)
- Inspection, transfer and simple repairs on Co Bikes (morning or evening, lone and team work)
- Assist in tracking missing or stolen Co Bikes

Person Specification

- Experience of cleaning and maintaining cars and/or bikes
- Work as part of a team or independently
- Able to follow instructions accurately
- Adaptable if plans change at short notice
- Good verbal communication skills
- Physically healthy and fit
- Clean driving licence and a confident driver

Application process

Interested candidates should complete our online [Job Application Form](#). Section C of the form need not be completed if a CV is sent to Benji Goehl benji@co-cars.co.uk; please use the subject line “Job Application >insert your name<”.

The closing date for applications is Sunday 25th August 2019. Successful applicants will be invited to attend an interview during the following weeks. Job offers will be conditional on receiving two satisfactory references after the interview. If you have any questions about the role, please email benji@co-cars.co.uk

