



### **Job Title: Front Desk Attendant**

General overview:

Gateway Kartplex is looking for motivated, friendly individuals to assist customers, sell races and products, answer phones, book events and maintain an orderly, professional facility. If you enjoy interacting with people, working in a fast-paced environment and have a passion for motorsports, this position may be for you!

Kartplex Front Desk Attendant duties include (but are not limited to):

- Greeting all customers and assisting with the registration process
- Helping customers by answering phone calls
- Familiarizing customers with different racing options and up-selling races or specials
- Selling memberships, apparel, snacks and group events
- Taking payment of cash, credit cards and gift certificates
- Opening/closing cash registers, balancing transactions and reconciling register drawer at shift end
- Assigning customers to races and communicating with race crew for overall smooth operation
- Maintaining overall facility appearance, including stocking merchandise, food and drink, and keeping inventory
- Maintaining all equipment – helmets, jackets, neck braces and gloves
- Checking the daily to-do list and accomplish tasks as time permits
- Maintaining the overall condition of the Kartplex by completing opening and closing duties

### **Job Skills and Specifications**

- Friendly, knowledgeable and understanding attitude and disposition
- Excellent communication skills with customers and coworkers
- Able to multi-task and problem solve in high pressure situations

- Able to work 10-40 hours per week (daytime/weekday availability strongly preferred), including weekends and holidays
- Make Gateway Kartplex the premium race experience for every racer

#### Education and Qualifications

- High school diploma or GED preferred
- College attendance working towards a degree is preferable, flexible hours available
- Drug test and background check are required prior to employment
- Must provide proof of identity and eligibility to work in the United States
- Must have your own transportation
- Responsible, presentable, punctual and knowledgeable
- Customer service or retail experience preferred