

Job Title: Race Crew (Race director, Controller and Pits)

General overview:

Gateway Kartplex is looking for motivated, observant individuals to assist customers on and off the track by properly fitting equipment to each racer, monitoring and communicating with other race crew about on-track race operations, and minor mechanical kart duties, such as fueling and adjusting tire pressure. If you enjoy being in the heart of the action, working in a fast-paced environment and have a passion for motorsports, this position may be for you!

Kartplex Race Crew duties include (but are not limited to):

- **Calling racers for kart assignments and racing instruction**
- **Communication with the front desk for overall smooth operation**
- **Assisting customers with head sock, helmet and kart fit**
- **Observing proper kart spacing when leaving the pits**
- **Watching for potential hazards or accidents on the race track**
- **Flagging from start to finish of races**
- **Refueling karts and maintaining proper kart tire pressure**
- **Starting and stopping karts as needed on the grid**
- **Talking with customers to help educate them on the track**
- **Maintaining overall facility appearance by cleaning karts, walking the track and adjusting barriers**
- **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
- Mechanical experience helpful but not required

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**