



Front Desk Attendant

Compensation: Hourly

Employment Type: Part Time/ Seasonal

Kartplex Front Desk Attendant duties:

- Greeting all customers and assisting with the registration process
- Help customers via answering phone calls
- Familiarizing the customer with different racing options and up-selling races or specials
- Sales of memberships, apparel, snacks and events
- Take payment of cash, credit cards and gift certificates
- Open/close cash registers, balance transactions and reconcile register drawer at shift end
- Assign customer to races and communicate with race crew for overall smooth operation
- Maintain all equipment; helmets, jackets and gloves
- Observe the daily To-Do list and accomplish tasks as time permits
- Maintaining the overall condition of Kartplex by abiding by opening and closing duties

Kartplex front desk skills and specifications include:

- Friendly, knowledgeable and understanding attitude and disposition
- Excellent communication skills with customers and other crew
- Able to multi-task and problem solve in high pressure situations
- Able to work 10-40 hour per week including weekends and holidays
- Make Kartplex the premium race experience for every racer

Education and Qualifications:

- High school diploma or G.E.D
- College attendance working towards a degree is preferable with flexible hours available
- Responsible, Presentable, Punctual and Knowledgeable
- Customer Service or retail experience preferred