

PI Operations Pty Ltd

A.B.N 62 108 623 463
RMB 500GP
Back Beach Road
Cowes Victoria 3922



Position Profile

Position Title	Go Kart Assistant (Casual)
Reporting To	Go Kart Supervisor
Direct Reports	N/A
Location	Phillip Island Grand Prix Circuit

Position Summary

To assist with the day to day operations and on track activities at the Go Kart facility and provide excellent customer service to our go kart patrons.

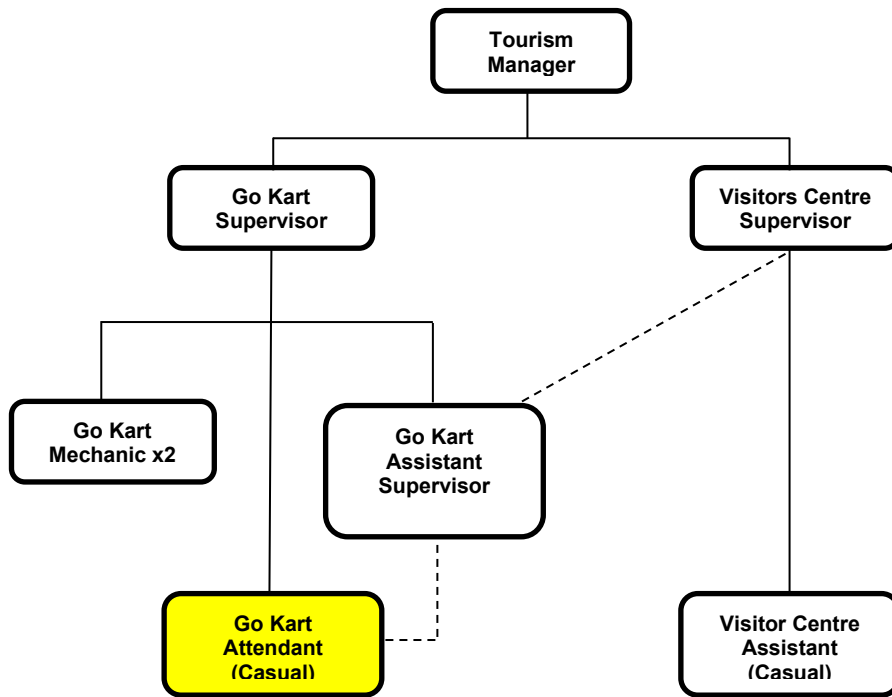
Key Accountabilities

Duties & Responsibilities	• Assist with the day to day operations of the Go Kart facility • Actively monitor the Go Kart track • Assist with the smooth operations of the Go Kart facility per relevant policy and procedures • Report and respond to any on track incidents • Assist with building and track maintenance as required • Cleaning of facilities as required • Demonstrate a friendly, professional and customer focused approach • Be well groomed and adhere to uniform policy • Other duties as required
Safety	• Adhering to all safe working policies/procedures in accordance with instructions • Taking reasonable care of themselves and others who may be affected by their actions • Ensuring they are able to competently and safely perform any work they undertake and are aware of the risks and hazards associated with their work
Develop our People	• Maintain positive relationships with managers, colleagues and external contacts to work effectively and facilitate achievement of departmental objectives and targets • Deal effectively with queries so as to present a professional, efficient and helpful demeanour

Education, Qualifications & Experience

Education	• Currently undertaking or successful completion of secondary education
Qualifications & Experience	• Accredited Level 2 First Aid Trained * • Current Driver Licence • Previous experience in a customer service role • Basic computer skills • Understanding of and ability to adhere to safety and risk processes • Ability to work under pressure and to deadlines • Success as a team player in a dynamic work environment • Mechanical knowledge an advantage * preferred but not essential

Organisational Structure



APPROVAL

Manager: _____

Date: _____

Employee: _____

Date: _____

Print Name: _____