

# NCM Motorsports Park Attendant



**INCUMBENT:** Vacant  
**REPORTS TO:** MSP Track Operations General Manager  
**LOCATION:** Bowling Green, KY  
**STATUS:** Part-time as needed, Hourly, Seasonal  
**DATE:** Current – November 15, 2023

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## DESCRIPTION

An NCM Motorsports Park Attendant (MSPA) is a general labor position aiding different departments as needed. MSPA will be scheduled to assist in karting, maintenance, custodial, special events, and any other labor needs that may arise at the NCM Motorsports Park.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide information about the facility and explain all products, pricing, rules and regulations pertinent to MSP operation.
- Explain the meaning and the importance of the waiver to ensure all participants understand and have signed prior to participation in activity.
- Keeping the property clean and presentable including trash, bathrooms, facilities, and race surfaces.
- Assisting in general labor as dictated by projects and events throughout the year.
- Complete and execute the necessary inspection paperwork for any given asset on property
- Ensure compliance to all operating procedures in compliance with internal and external standards.
- Proactively identify and assist with working in areas of the MSP where help is needed.
- Maintain knowledge of the overall MSP events in order to describe available attraction and entice guests to participate in additional offerings at MSP
- Responsibilities are not all inclusive, additional duties may be assigned.

## EDUCATION/EXPERIENCE

- High School Diploma or equivalent.

## QUALIFICATIONS

- Possess effective written and verbal communication skills.
- Must be able to follow a standard operating procedure.
- Must have a commitment to jobs being fixed right the first time.
- Be presentable, punctual, and professional.
- Have a willingness to learn different facets of day-to-day operations.
- Be able to handle money responsibly.
- Ability to always enforce and follow safety procedures.
- Ability and availability to work any shift when needed.

- Valid state driver's license required.

### **ESSENTIAL PHYSICAL REQUIREMENTS**

- Ability to walk and stand for extended periods of time.
- Ability to lift and carry up to 50 lbs. on a regular basis.
- Ability to operate computer and other equipment in the office.
- Ability to work in an environment with exposure to loud environmental noise.
- Must have sufficient mobility to move around the Motorsports Park and the community.