

ROLE PROFILE

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| POST: | Track Marshal |
| DEPARTMENT: | Track Team |
| LOCATION: | Milton Keynes |
| REPORTING TO: | General Manager |

KEY RESPONSIBILITIES:

- To carry out any duty required ensuring the seamless operation of the business safely and smoothly.
- To ensure that at all times the job holder has a full awareness of the company's policies and procedures and to use their best endeavours to ensure they are implemented through their own actions and attitude, by example, working as part of a team and individually, liaising with customers in a friendly, safe, professional and polite manner and anticipating customer's requirements.

JOB DESCRIPTION:

- To be responsible for monitoring the circuit, issuing the correct flags to drivers & relaying information carefully and correctly back to the Race Director.
- To be responsible for the safety and welfare of themselves, colleagues, and customers.
- To ensure all practices are carried out in accordance with NKA and Company guidelines and procedures.
- To attend all rota'd shifts on time.
- To be fully conversant with the contents of the training modules, staff manual & employee handbook.
- To ensure that the weekly marshal scores are above average.
- To ensure that protective safety wear is worn at all times.
- To be able to physically push/pull karts.
- To attend staff meetings as and when directed by the General Manager.
- To always keep the presentation of the venue to a high standard.
- To be able to check driver / event details on clubspeed (will require basic IT skills)
- To attend any work-related courses, functions and or training sessions as and when directed by the General Manager.



Relationships

1. Directly responsible to the Track Manager/Duty Manager / Race Director.
2. Direct relationship with all members of the Track team and Engineering team.
3. Indirect relationship with all other departments and Group employees.

Limits of authority

1. In accordance with Company Policy

Performance standards

1. To professionally and conscientiously fulfil the duties specified.
2. To maintain at all times confidentiality on all matters.
3. To promote at all times the professional image of the company by ensuring high standards of both professionalism and presentation.