
JOB DESCRIPTION

Job Title: Go-Kart Mechanic

Year Commencing: August 2024

Job Location: Daytona Sandown Park

Reporting To: Head of Engineering

Place in Organisation: Engineering

Contract Type: Full-time/permanent (requires flexibility for 7 days operational business).

MAIN PURPOSE OF JOB

To work as part of the engineering team to assist the correct completion of all engineering functions for the venue in line with company policy/ guidelines. To work alongside the existing team to gain experience and lead the key skills.

General Responsibilities:

- To work as part of the engineering team to assist in all matters relating to technical and safety aspects of the Daytona Venue's engineering facility.
- To work with the team to ensure that vehicles are available to meet the needs of the business to the standards required.
- To only work to the agreed limits at the start of the job holders training and that the job holder only carries out work for which he has been trained and that if required work is double checked until approved by the Head of engineering.
- To assist in ensuring activities meet with and integrate with organisational requirements for quality management, health & safety, legal stipulations, environmental policies, and general duty of care.
- The post holder must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act.
- The post holder must accept responsibility for ensuring that the policies and procedures relating to Health & Safety in the workplace are adhered to at all times and report any failure of issues to the head of engineering.
- To ensure that at all times the job holder has a full awareness of the company's customer care goals and to use their best endeavours to ensure they are implemented through their own actions and attitude, by example, entering into the team spirit, having a friendly, approachable and polite manner, and anticipating customer's requirements.

- The post holder is directly responsible to the venue head of engineering or in his absence the assistant head of engineering and must consult with them in regard of all major issues and changes.
- To assist the engineering team by carrying out their duties to the very best of their ability so that high standards of safety, cleanliness and tidiness are achieved.
- To participate in a duty rota that ensures that a member of the Engineering Team is always on site when there is any on or off-track activity. In addition, the rota will reflect the need for early starts and late finishes as required by the needs of the business.
- The post holder must at all times carry out their responsibilities with due regard to the organisations Equal Opportunities statement.
- To ensure the team provides a safe and smooth service to all activity operations seven days per week.
- To assist engineering with the operation of the stores system and to assist the keeping of stock to the agreed level especially by reporting stock levels and issues to the head of engineering in a timely manner.
- To ensure the workshop is clean and properly maintained at all times.
- To ensure that all worksheets and company records are completed in an accurate and timely manner and up to date as the work is completed.
- To ensure that any paperwork is processed in accordance with the correct procedures and completed neatly and accurately to ensure that due diligence practices are complied with.
- To ensure that all vehicles are maintained to manufacturers specification or an internal specification (if set).
- To ensure that the correct number of vehicles are present at the required location or activity in a clean and serviceable condition as determined by the needs of the business.
- To ensure that all equipment and machinery provided for your use is:
 - Used as per the manufacturer's instructions.
 - Used in conjunction with the appropriate safety clothing/protection.
 - Stored in a safe place when not in use.
 - Maintained on a regular basis with faults correctly dealt with and reported to the Head Go Kart Mechanic
- To assist with the maintenance of the venue as and when requested, to ensure that this is maintained to the highest standards.
- To help as far as is practicable possible to assist with any other reasonable requested duties that are required for the smooth running of the venue and company.

Limits of Authority: In accordance with Company Policy and Employee Handbook.

PERSONAL PROFILE:

- **Personality:** A self-driven and results oriented person with a positive outlook and a clear focus on high quality. Reliable, tolerant, and determined. A eye for detail is essential and a pride in their work. Well presented, friendly and professional. Able to communicate with others and be a team player.
- **Specific Job Skills:** Mechanical experience is essential as a basic understanding of engineering principles. Must be able to understand the importance of correct maintenance and the increasing need to ensure this is correctly recorded. Basic writing skills are essential and good communication skills are essential.
- **IT Skills:** A basic understanding of Excel and word, internet & e-mail would be an advantage but not essential.
- **Management ability:** Staff supervisory experience is required, as are the skills to motivate and set a positive example to a small team of engineers.