



# Cashier/ Front of House Role

## POSITION STATEMENT

The Cashier/Front of House role for Buckeye Raceway will be responsible for ensuring a smooth and positive experience for our customers by coordinating all event reservations, helping customers check-in, and answering questions. You'll also help provide a welcoming environment for our customers.

- **Daily Responsibilities**

- Turn on computers and TV's
- Prepare daily cash drawer and POS paperwork.
- Ensure all daily checks and tasks are done
- Communicate with Pit Crew to ensure on time racing
- Manage all reservations for the day
- Responsible for the cleanliness and basic upkeep of the area

- **Weekly Responsibilities**

- Meet with Operations manager and Front end supervisor to review the week's needs and plan for the next week.
- Update the food and beverage inventory Excel spreadsheet
- Prepare a finalized inventory sheet for monthly purchase orders

- **Team Mentality**

- Always encourage and strive to sustain the family-friendly business's motto here at the Raceway
- Be cognizant of value add opportunities for the Raceway
- Bring awareness of ways to improve, and provide your input
- Help build a welcoming and inviting environment for guests.

- **What's in it for you?**

- A fun work environment with a small team
- **FREE** racing when not working



- a very competitive starting wage, with opportunities for wage growth and advancement