

## Job Description: Duty Manager

**Location:** Brentwood Karting and Lakeside Karting

**Position Type:** Full-time (including every Sunday)

### About the Role:

Brentwood & Lakeside Karting are seeking a professional, enthusiastic, and experienced Duty Manager to assist with the leadership and operational side of the UK's largest rental kart championship. (Based at Brentwood Karting)

The Duty Manager will play a key role in the operations of the Brentwood and Lakeside Karting Race Leagues. This role demands a strong, proactive leader with exceptional organisational abilities, outstanding customer service experience, and the ability to perform under pressure to ensure timescales are met efficiently.

### Key Responsibilities:

- Assist with the management & the daily operational activities of Brentwood and Lakeside Karting's rental kart championships.
- Oversee the setup and smooth running of karting sessions, ensuring safe and efficient operations at all times.
- Actively lead a team of staff members, providing guidance and motivation.
- Plan, coordinate, and meet deadlines for events, sessions, and operational demands.
- Manage resources and schedules effectively, ensuring timekeeping and operational readiness.
- Support the Brentwood & Lakeside Karting operations as required, working on-site where necessary.

### Experience & Skills:

- Proven experience in a supervisory or management role, preferably within leisure, sports, or customer service environments.
- Demonstrable success in delivering exceptional customer experiences.

### Personal Attributes:

- Mature, professional, and confident in decision-making.
- Adaptable, composed under pressure, and deadline-oriented.

### Availability:

- On average this will be 35 hours a week, but the successful candidate must be available *every Sunday*.

### What We Offer:

- A dynamic and exciting role with the opportunity to fill a leadership role with in the UK's largest rental kart championship.
- The chance to work in a well-established and fast-paced environment with a close-knit team.
- Competitive pay and opportunities for development within a growing, reputable business.

If you're an individual with strong leadership skills, a passion for delivering outstanding customer service, and operational experience, we'd love to hear from you.

Join the team at Brentwood & Lakeside Karting and take the wheel in leading one of the UK's most exciting karting Championships.

