



# ON-SITE STAFFING SERVICES

## GENERAL

The Louisville Convention & Visitors Bureau boasts a staff of 50 experienced bonded registration clerks. The clerks are qualified to do light typing (40 wpm), basic registration, cashiering, receptionist, computer registration and city concierge.

## JOB DESCRIPTION

Basic Registration (handing out packets, name badges, etc)	\$15.00/hr
Computer Registration (entering data, printing name badges)	\$15.00/hr
Receptionist / Light Typing (answering phones, typing 40 wpm)	\$15.00/hr
Cashiering (taking cash, check and credit cards for registration)	\$15.00/hr
City Concierge (city information, airport greeters)	\$15.00/hr
Supervisor (when 10 or more individuals are scheduled)	\$18.00/hr

## TELEMARKETING / GROWING CONVENTION ATTENDANCE

Convention Bureau Call Center	\$16.00/hr
On site (local client)	\$19.00/hr

- Schedules require a four hour minimum
- All staff are paid for breaks and lunch
- Supervisors are required when 10 or more people are scheduled. This person will act as a liaison and will coordinate breaks and lunches for the staff. This person will act as a “floater” and will not be assigned to one certain area, but will be available to help when needed.
- City concierge requires a skirted table and two chairs

## BREAKS

Kentucky State Law requires that all personnel receive a 15-minute break for every four hours they work as well as a 30-minute break for every six hours worked.

## SHIFT MINIMUM

All shifts are paid a minimum of four hours. Any shift under the shift minimum will be charged for four hours.

## TRANSPORTATION FEE

There is a \$10.00 transportation fee per person, per day. A four hour minimum usage time is required.

## CANCELLATIONS

We ask that all cancellations be received no later than 48 hours prior to the scheduled start time. On-site cancellations will be billed at the four hour minimum per cancelled staff.

