



Access Control Attendant

Job Type: Part-time
Salary: \$13.25 per hour
Work Location: Kentucky Exposition Center, 937 Philips Lane, Louisville, KY 40209
Kentucky International Convention Center, 221 South 4th Street, Louisville KY 40202

Organizational Summary:

Kentucky Venues operates the Kentucky International Convention Center (KICC) and the Kentucky Exposition Center (KEC) to serve regional, national, and international clients while promoting the progress of the Commonwealth and advancing Kentucky's agriculture and tourism industries and economy. We produce six signature events that bring those from around the world to Kentucky. These events promote the pride and progress of the agricultural industry and affirm our agency's commitment to improving rural and urban understanding. Kentucky Venues is governed by the Kentucky State Fair Board.

Employee Benefits:

Part-time positions are a great flexible way to earn extra money by working days, nights or weekends during shows and events. Employees receive free parking at both facilities and employee discounts on some shows, electronics, travel and lodgings and access to an Employee Assistance Program (EAP).

Position Summary:

The Access Control Attendant is responsible for greeting patrons, calculating parking and entrance fees and collecting payment at one of four access gates of KEC's property.

Essential Functions (must be able to execute with/without reasonable accommodation):

General duties performed in order to accomplish position objectives; inclusive of how and frequency of which they are performed including but not limited to:

- Greet patrons upon entrance to property, providing positive and pleasant guest experience
- Calculates total parking and/or entrance fees using point of sale equipment
- Scans access badges, tickets in-hand and tickets via phone apps
- Collects cash and electronic payments including returning change due for cash transactions
- Provides general event and facility information including event locations and hours and directives to access areas of property
- Report suspicious or atypical incidents and behavior to supervisor
- Performs relative duties and manages other responsibilities as assigned

Direct Reports: There are ##/no positions that report to this position.

Physical Demands, Work Environment and Hours of Work:

Must be able to execute with/without reasonable accommodation.

- Often remains stationary within a workstation, operating a point-of-sale system
- Regularly bends, stretches and otherwise moves to perform duties
- Consistently uses vision, exerts muscles and coordinates body to safely maneuver facility
- Consistently functions effectively in moderate/high-pressure environment, according to a stringent schedule
- Varied work hours of your choice including: weekdays, evenings, late nights, early mornings, weekends and holidays, contingent upon event scheduling; occasionally/regularly works more than 40hpw
- Exposure to climates and elements including livestock, hay, dirt/dust, and exhaust fumes

Requirements for position (minimum Education Level, Years of Experience and Specialized Abilities):

An equivalent combination of education and experience may be substituted.

- Must be able to accurately calculate fees and return change to perform cash transactions
- Must be at least 18 years of age and authorized to work in the United States
- Must have access to reliable transportation for transport to work location on time for scheduled hours
- Must submit to background check
- Must be eligible for employment within the United States

To Apply:

Complete an application at <https://kyvenues.com/apply-online> or email a letter of interest, résumé and professional references to HR@KYVENUES.COM.

Kentucky Venues is an equal opportunity employer. Kentucky Venues does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, gender identity or expression, ancestry, age, pregnancy or related medical condition, marital or familial status, disability, veteran status, political affiliation, or genetic information in accordance with state and federal laws.