

TBI Airport Management, Inc.

Job Description

Catering Lead

Reporting to: Catering Supervisor

Location: Orlando Sanford International Airport
Sanford, FL

General Responsibilities:

Catering Lead coordinates and monitors the activities of the catering staff building carts, driving to the aircraft and maintaining a secure aircraft. Lead will encourage, build trust, respect and cooperation among team members. Lead is responsible for recording and maintaining information and reports per airline procedure.

Key Responsibilities:

- Ensure team members practice all ramp safety policies and procedures
- Direct others with knowledge of catering services and operational functions
- Work under pressure while maintaining near 100% on time performance
- Encourage team cooperation through briefings and leading by example
- Ability to determine when tasks are complete and review daily reports and emails
- Communicate efficiently with coworkers and management
- Comply with all security and policy requirements of air carriers
- Work in conjunction with other departments to ensure on time performance of flights
- Must be able to drive the Commissary Truck (F-650 & F-550)
- Must be able to work in a walk in freezer (Alpha Security)

Qualifications:

- High school diploma, GED or equivalent in experience
- Able to read, write, speak and understand English
- Pass a required pre-employment drug screen and 10 year background check
- Must complete paperwork as needed and have basic computer skills
- Must be punctual & dependable
- Must have open availability and able to work weekends, various shifts and holidays
- Willing to work in a time-sensitive and fast paced environment
- May be standing for lengthy periods of time
- Must be able to drive the Commissary Truck (F-650 & F-550)
- Must be able to work in a walk in freezer (Alpha Security)
- Valid Driver's License

Health and Safety Responsibilities:

- Take all reasonable and necessary precautions to ensure personal health and safety, as well as that of co-workers and any other person(s)
- Report immediately to management, all unsafe and unhealthy conditions
- Report immediately to management, all occurrences that cause injury or damage to any person or property
- Comply with TBI's Environmental Safety and Health program and procedures

Working Conditions:**Physical Effort:**

While performing the duties of the position, the employee is regularly required to sit, stand and walk for extended periods of time throughout the course of daily activities. The employee is required to climb, lift, balance, stoop, kneel, or crouch. The employee is required to work on a computer, in addition to doing paper work.

Mental Effort:

Position involves encounters with members at every level of the organization, airline employees, vendors, subcontractors and members of the public, and requires a sense of responsibility to provide a high level of service and accurate information. The position involves stress associated with responding to/solving problems. The position requires the exercise of discretion and independent judgment, as well as a creative approach to formulating responses and making recommendations regarding changes in company policy and/or procedures, as required. Operations are dynamic and situations may require immediate attention. This position requires a professional approach and demeanour under all conditions.

Normal Working Hours:

Hours will vary based on operational needs. Must be available to work a flexible schedule to include evenings, weekends and holidays.