

# **TBI Airport Management, Inc.**

## **Job Description**

### **Airline Catering Security Agent**

**Reporting to:** Commissary Supervisor

**Location:** Orlando Sanford International Airport  
Sanford, FL

#### **General Responsibilities:**

The Airline Catering Security Agent is responsible for following airline catering security standards and operating procedures for inspecting carts and vehicles. Requires adherence to all airline catering security standards, airport specifications and company policies and procedures.

#### **Key Responsibilities:**

- Search and inspect airline catering carts and vehicles.
- Ensure compliance with all company standard operating policies procedures
- Work in cooperation with other agents to inspect carts and vehicles.
- Document inspection activities on required paperwork.
- Must be able to work in a walk in cooler
- Communicate effectively with coworkers and management
- Comply with all security and policy requirements of air carriers
- Perform security searches on carts and trucks for all domestic and international flights
- Must be able to stand and bend for lengthy periods of time
- Other duties as assigned

#### **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
- Willing to work in a time-sensitive and fast paced environment
- Must be able to multi task and work independently
- Must be able to work in the elements (rain, wind, heat)
- 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.