

Cart and Vehicle Coordinator

Reports to: Lead Coordinator or Supervisor

Position Summary

Responsible for following Airline cart and catering Standards of Operating Procedures for inspecting airline carts and vehicles. Adheres to all Airline Catering Security standards, Airport specifications and Company policies and procedures. Perform other duties as requested.

Specific Duties

- Maintain established processes that support airport and airline security processes and regulations.
- Search and inspect Airline catering carts and vehicles.
- Ensure compliance with all Company standard operating procedures and policies.
- Work in corporation with other associates to inspect carts.
- Assist in compiling data for inspection incident statistics.
- Document inspection activities on required paperwork for statistical purposes.

Minimum Background, Education & Experience

- High School Diploma or GED. Prior work experience required. Security, HACCP requirements and/or airline catering experience.
- Auditing, Inspecting, Quality Control experience a plus.

Ability to:

- Provide 10 year employment history with most recent 5 years verifiable
- Clear FBI Watch list comparisons
- Read, write and speak English
- Write legibly

Physical abilities:

- Work in chilled/hot environments
- Work in fast paced -high volume environment
- Lift, push or pull at least 25 lbs.
- Pass basic industry exams
- Work in a 24 hour, 7 day a week, shift environment
- Must have correctable vision to 20/20
- Have sufficient hand dexterity to fasten and secure seals
- Bend at the waist and knees repetitively
- Stand for long periods of time

