

Position: Cart and Vehicle Supervisor

Reports to: City or District Manager

Position Summary

Responsible for overseeing the process flow of cart and vehicle security. Supervising a staff of hourly employees. Adheres to all FAA/TSA standards and directives, airport and airline specifications and processes, and Company policies and procedures. Performs other duties as required.

Principal Responsibilities

- Maintaining established processes that support FAA/TSA standards, and directives, along with airport and airline security processes and regulations.
- Ensure compliance with all Company standard operating procedures, and relevant HR policies and procedures.
- Responsible for directly supervising hourly employees.
- Assist in compiling data for security incident statistics and document discrepancies.
- Oversee employee scheduling and productivity.
- Train and guide hourly employees through established objectives, policies, rules, practices and methods and standards.
- Conduct daily work group meetings, performance feedback and training.
- Collaborate with the operations team to achieve financial, employee and customer goals.
- Support safety initiatives for all employees and ensure safety programs are met.
- Maintain a high profile airline customer and TSA contact.
- Responsible for administration of company policies, payroll, benefits, and attendance.
- Supervisory shift responsibilities as assigned.

Background, Education & Experience

- Bachelor Degree or equivalent supervisory work experience required. Security, food safety requirements and or airline catering experience a plus.
- 2 years related experience.
- Must have professional business appearance.
- Strong planning and organizational skills, and attention to detail is a must.
- Excellent interpersonal and communication skills.

- Innovative Leadership-ability to motivate multi-cultural work force toward sustained quality and productivity improvement strategy.
- Computer proficient (Microsoft, Excel, Word, etc)

Ability to:

- Pass a 10 year history with most recent 10 years verified
- Clear FBI Name list comparisons
- Read, Write and Speak English

Physical abilities to:

- Work in chilled/hot environment
- Work in a fast pace -high volume environment
- Lift, push and pull at least 25 lbs.
- Pass basic industry exams after training
- Work in a 24 hour, 7 day a week shift environment
- Bend at waste and knees repetitively
- Sufficient hand dexterity to fasten and secure seals.
- Stand for long periods of time