

# **Rampside Security Coordinator**

## **Reports to: Lead Coordinator or Supervisor**

### **Position Summary**

Responsible for meeting catering trucks at aircraft, and ensures security monitoring of parked aircraft. Inspects and verifies all catering security seals and records broken seals. Conducts search of aircraft prior to catering personnel entering aircraft, and monitors other contractor activity. Observes catering of aircraft, and monitors contractor activities to insure no security breaches. Conducts physical searches, including random screening, and hand - wanding of contractors and physical inspection of property. Notifies management or proper authorities when necessary. Performs other duties as requested.

### **Specific Duties**

- Meets catering truck at aircraft and monitors activity at parked aircraft.
- Monitors contractor behavior and activity to insure no security risk on the aircraft.
- Random screening of all catering employees and contractors, and physical inspection of property for contraband.
- Inspects catering truck seals and conducts physical search of equipment in case of tampering, or broken seals. Records incident of seal verification.
- Secures all seals and related materials from unauthorized access.

### **Minimum Background, Education & Experience**

- High School Diploma or GED. Prior work experience preferred. Security experience preferred.
- Valid drivers license preferred.
- Strong attention to detail.
- Self-motivated and customer service oriented.
- Ability to:
- Provide 10 year employment history with most recent 5 years verifiable
- Pass fingerprinting screening, and clear FBI Watch list comparisons
- Pass SIDA and customs seals screening if required
- Pass basic industry exam after training
- Read, write and speak English
- Write legibly

### **Physical abilities:**

- Work in chilled/hot environments
- Stand and/or sit for long periods of time
- Work in a 24 hour, 7 day a week, shift environment
- Must have correctable vision to 20/20
- Work in fast paced environment

- Bend at waist and knees repetitively, and lift, push or pull up to 25 lbs.