



**LAGUARDIA AIRPORT  
(LGA)  
JOB DESCRIPTIONS**



## **Job Title: Aircraft Guard 1**

### **Job Description**

**Summary:** As a valued member of the PrimeFlight Aviation team, you will: be assigned to the jetway to prevent unauthorized entry to the aircraft. Screens airline contract workers before entering the aircraft abiding all airport and SIDA rules and regulations.

1. Guide arriving aircraft to the gate safely without damage or injury
2. Unload baggage and cargo in a speedy and safe manner
3. Deliver arriving luggage to the claim area within client guideline
4. Upload outgoing cargo and baggage according to load plan and destination city requirements
5. Dispatch aircraft safely without damage or injury
6. Maintain area cleanliness
7. Periodic check of ground equipment for functionality
8. Exceed PrimeFlight customer service standards.

### **General Information**

Rate of Pay:           \$9.00 - \$11.00          

Schedule:    AM/PM and Weekend shifts

Hours:        Opening of airport to close (departure of last flight)

### **Qualifications:**

1. 18 years of age
2. High School Diploma or Equivalent
3. Drug Free
4. Ability to read, speak and understand English
5. Ability to read and interpret documents such as safety rules
6. Strong communication skills
7. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
8. Excellent customer service skills
9. Reliable Transportation

### **Physical Requirements**

1. Stand and walk continuously for 6-8 hours.
2. Able to work in tight spaces.
3. Must be able to lift minimum 70 lbs.



## **Job Title: Aircraft Guard 2**

### **Job Description**

**Summary:** As a valued member of the PrimeFlight Aviation team, you will: be assigned to the jetway to prevent unauthorized entry to the aircraft. Screens airline contract workers before entering the aircraft abiding all airport and SIDA rules and regulations.

1. Guard jetway to aircraft ensuring no unauthorized entrance to aircraft.
2. Screen airline contract employees such as fuelers, ship cleaners and commissary workers are screened prior to entering aircraft using hand wand and pat down procedures.
3. Search articles being carried or brought onto the aircraft through visual and physical inspection.
4. Search articles being carried or brought onto the aircraft through visual and physical inspection.
5. Abide by all airport and SIDA rules and regulations in challenging suspicious individuals and those not wearing a unescorted SIDA Identification Badge.
6. Report all suspicious individuals and articles immediately.
7. Exceed PrimeFlight customer service standards.

### **General Information**

Rate of Pay: \$9.00 - \$11.00

Schedule: AM/PM and Weekend shifts

Hours: Opening of airport to close (departure of last flight)

### **Qualifications:**

1. 18 years of age
2. High School Diploma or Equivalent
3. Drug Free
4. Ability to read, speak and understand English
5. Ability to read and interpret documents such as safety rules
6. Strong communication skills
7. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
8. Excellent customer service skills
9. Reliable Transportation

### **Physical Requirements**

1. Stand and walk continuously for 6-8 hours.

2. Able to work in tight spaces.
3. Must be able to lift minimum 70 lbs.
4. Must remain alert at all times



## **Job Title: Aircraft Guard 3**

### **Job Description**

**Summary:** As a valued member of the PrimeFlight Aviation team, you will: be assigned to the jetway to prevent unauthorized entry to the aircraft. Screens airline contract workers before entering the aircraft abiding all airport and SIDA rules and regulations.

1. Guard jetway to aircraft ensuring no unauthorized entrance to aircraft.
2. Screen airline contract employees such as fuelers, ship cleaners and commissary workers are screened prior to entering aircraft using hand wand and pat down procedures.
3. Search articles being carried or brought onto the aircraft through visual and physical inspection.
4. Search articles being carried or brought onto the aircraft through visual and physical inspection.
5. Abide by all airport and SIDA rules and regulations in challenging suspicious individuals and those not wearing a unescorted SIDA Identification Badge.
6. Report all suspicious individuals and articles immediately.
7. Exceed PrimeFlight customer service standards.

### **General Information**

Rate of Pay:           \$9.00 - \$11.00          

Schedule:    AM/PM and Weekend shifts

Hours:        Opening of airport to close (departure of last flight)

### **Qualifications:**

1. 18 years of age
2. High School Diploma or Equivalent
3. Drug Free
4. Ability to read, speak and understand English
5. Ability to read and interpret documents such as safety rules
6. Strong communication skills
7. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
8. Excellent customer service skills
9. Reliable Transportation

### **Physical Requirements**

1. Stand and walk continuously for 6-8 hours.
2. Able to work in tight spaces.
3. Must be able to lift minimum 70 lbs.
4. Must remain alert at all times



## **Job Title: Electric Cart Drivers**

### **Job Description**

**Summary:** As a valued member of the PrimeFlight Aviation team, you will:

1. Drive a battery powered cart safely through heavy passenger traffic.
2. Assist one to six passengers including their luggage on and off the cart.
3. Ensure a timely arrival of passengers to their gate.
4. Perform above duties while paying strict attention to the safety guidelines set forth by PrimeFlight Aviation Services.
5. Exceed PrimeFlight Aviation's Customer Service Standards.

### **General Information**

Rate of Pay: \$6.00 - \$8.00 plus tips

Schedule: AM/PM and Weekend shifts

Hours: Opening of airport to close (departure of last flight)

### **Qualifications:**

1. Valid State Driver's License
2. Ability to handle customer service issues
3. 18 years of age.
4. High School Diploma or Equivalent.
5. Drug Free.
6. Ability to read, speak and understand English.
7. Reliable Transportation.
8. Ability to follow PrimeFlight Aviation guidelines/policies/procedures.
9. Eligible to work in the United States.

### **Physical Requirements**

1. Drive for 6-8 hours.
2. Normal Eyesight or 20/20 with correction.
3. Normal Hearing.
4. Stand and lift 15 to 70 lbs occasionally (to lift baggage in and out of cart).



## **Job Title: Ramp Agent**

### **Job Description**

**Summary:** As a valued member of the PrimeFlight Aviation team, you will provide a prompt and efficient service to our airline clients and their passengers by performing the following duties:

1. Guide arriving aircraft to the gate safely without damage or injury.
2. Unload baggage and cargo in a safe manner.
3. Deliver arriving luggage to the claim area within client guideline.
4. Upload outgoing cargo and baggage according to load plan and destination city requirements.
5. Dispatch aircraft safely without damage or injury.
6. Maintain area cleanliness.
7. Periodic check of ground equipment for functionality.
8. Other duties may be assigned.

### **General Information**

Rate of Pay:           \$10.50 - \$12.50          

Schedule:    AM/PM and Weekend shifts

Hours:        Opening of airport to close (departure of last flight)

### **Qualifications:**

1. 18 years of age.
2. High School Diploma or Equivalent.
3. Drug Free.
4. Ability to read, speak and understand English.
5. Reliable Transportation.
6. Ability to follow PrimeFlight Aviation guidelines/policies/procedures.
7. Eligible to work in the United States.

### **Physical Requirements**

1. Stand continuously for 6-8 hours.
2. Able to work in tight spaces.
3. Able to lift 70#
4. Normal Eyesight or 20/20 with correction.
5. Normal Hearing.





## **Job Title: Ticket Checker**

### **Job Description**

**Summary:** As a valued member of the PrimeFlight Aviation team, you will provide prompt and efficient service to our airline clients and their passengers by performing the following duties:

1. Verify Passenger's Identification prior to entering the screening area.
2. Reconcile the boarding pass to the identification.
3. Ensure only authorized individuals enter the sterile area in accordance with current TSA Security Directives.
4. Verify "accessible property" - one carry on, one personal item per passenger.
5. Assist passengers with any problems, questions, and concerns and direct them to the correct TSA or Airline official.
6. Exceed PrimeFlight Customer Service Standards.

### **General Information**

Rate of Pay: \$8.00 - \$10.00

Schedule: AM/PM and Weekend shifts

Hours: Opening of airport to close (departure of last flight)

### **Qualifications:**

1. 18 years of age.
2. High School Diploma or Equivalent.
3. Drug Free.
4. Ability to read, speak and understand English.
5. Reliable Transportation.
6. Ability to follow PrimeFlight Aviation guidelines/policies/procedures.
7. Eligible to work in the United States.

### **Physical Requirements**

1. Stand continuously for 6-8 hours.
2. Normal Eyesight or 20/20 with correction.
3. Normal Hearing.



## **Job Title: Wheelchair Attendant**

### **Job Description**

**Summary:** As a valued member of the PrimeFlight Aviation team, you will:

1. Assist the physically challenged passenger within the airport.
2. Transport passengers safely through the airport concourses.
3. Carry passengers carry on luggage.
4. Assist passenger with any problems, questions, and concerns.
5. Exceed PrimeFlight Customer Service Standards.

### **General Information**

Rate of Pay: \$5.00 - \$7.00 plus tips

Schedule: AM/PM and Weekend shifts

Hours: Opening of airport to close (departure of last flight)

### **Qualifications:**

1. 18 years of age
2. High School Diploma or Equivalent
3. Drug Free
4. Ability to read, speak and understand English
5. Reliable Transportation
6. Ability to follow PrimeFlight Aviation safety guidelines for transporting the
  - a. physically challenged.
7. Eligible to work in the United States.

### **Physical Requirements**

1. Walk continuously for 6-8 hours
2. Carry passengers carry on luggage
3. Normal Eyesight or 20/20 with correction
4. Normal Hearing
5. Push Wheelchair with Adult in it.



## **Job Title: Wheelchair Assistance Services**

### **Job Description**

**Summary:** As a valued member of the PrimeFlight Aviation team, you will:

1. Provide wheelchair and other special assistance to customers safely, between gates and ticket counters, baggage facilities, connecting flights, parking lot or garage.
2. Carry passengers carry on luggage.
3. Provide general information to passengers, give directions and flight information
4. Be familiar with the Hazmat/Dangerous Goods policy of PrimeFlight Aviation.
5. Exceed PrimeFlight Aviation's Customer Service Standards.

### **General Information**

Rate of Pay:     \$5.00 - \$7.00 plus tips    

Schedule: AM/PM and Weekend shifts

Hours: Opening of airport to close (departure of last flight)

### **Qualifications:**

1. 18 years of age.
2. High School Diploma or Equivalent.
3. Drug Free.
4. Ability to read, speak and understand English.
5. Reliable Transportation.
6. Ability to follow PrimeFlight Aviation safety guidelines for transporting the physically challenged.
7. Eligible to work in the United States.

### **Physical Requirements**

1. Walk continuously for 6-8 hours.
2. Lift and carry passenger's luggage up to 70 lbs per bag.
3. Normal Eyesight or 20/20 with correction.
4. Normal Hearing.
5. Push wheelchair with Adult in it.



## **Job Title: Wheelchair Dispatcher**

### **Job Description**

**Summary:** As a valued member of the PrimeFlight Aviation team, you will provide prompt and efficient service to our airline clients and their passengers requiring wheelchair assistance by performing the following duties:

1. Take calls from airlines for requests for employee coverage.
2. Take calls from employees calling off - plans coverage for vacant shifts.
3. Reassign job duties as necessary and adjust schedules to meet demand.
4. Maintain logs and write reports.
5. Relay messages received to managers and duty managers.
6. Substitute as relief person on various shifts when necessary.
7. Exceed PrimeFlight Customer Service Standards.

### **General Information**

Rate of Pay:       \$7.00 - \$9.00      

Schedule: AM/PM and Weekend shifts

Hours: Opening of airport to close (departure of last flight)

### **Qualifications:**

1. 18 years of age
2. High School Diploma or Equivalent
3. Drug Free
4. Ability to read, speak and understand English
5. Ability to write detailed reports
6. Strong communication skills
7. Excellent customer service skills
8. Reliable Transportation
9. Ability to follow PrimeFlight Aviation safety guidelines for transporting the
10. Physically challenged
11. Eligible to work in the United States

### **Physical Requirements**

1. Talk on phone
2. Ability to walk continuously for 6-8 hours
3. Carry passengers carry on luggage weighing up to 40 pounds per bag
4. Normal Eyesight or 20/20 with correction
5. Normal Hearing
6. Push Wheelchair with Adult weighing up to 150 pounds in it. (including inclines and declines)



## **Job Title: Cabin Services/Aircraft Cleaner**

### **Job Description**

**Summary:** As a valued member of the PrimeFlight Aviation team, you will provide a clean aircraft to our airline customers and their passengers. To clean all assigned aircraft thoroughly and efficiently by performing the following duties:

1. Remove all trash from aircraft
2. Clean and restock all lavatories
3. Clean galley
4. Clean all seats and seat back pockets, replace soiled magazines
5. Clean tray tables
6. Fold blankets and store blankets and pillows in overhead compartments
7. Clean aircraft floor

### **General Information**

Rate of Pay:           \$6.00 - \$8.00          

Schedule:    AM/PM and Weekend shifts

Hours:        Opening of airport to close (departure of last flight)

### **Qualifications:**

1. 18 years of age
2. High School Diploma or Equivalent
3. Drug Free
4. Ability to read, speak and understand English
5. Ability to read and interpret documents such as safety rules
6. Strong communication skills
7. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
8. Excellent customer service skills
9. Reliable Transportation

### **Physical Requirements**

1. Walk and climb up and down a minimum of 500 stairs daily
2. Required to continuously walk, stretch and bend
3. Must be able to lift and carry up to 50 pounds
4. Ability to work in tight spaces



## **Job Title: Skycap Services**

### **Job Description**

**Summary:** As a valued member of the PrimeFlight Aviation team, you will:

1. Provide bag handling and bag tagging services required by airline passengers, either in-bound or out-bound customers at the Airport, at curbside locations, interior ticket counters and check-in locations, baggage carousels, baggage offices and gates.
2. Provide general information to passengers, give directions and flight information.
3. Provide monitoring of the local baggage claim areas (carousels), remove unclaimed/left over baggage from carousel and assist agents in placing bags in a secure area. Note: No bag may be left unattended.
4. Assist customers with their baggage in these areas.
5. If applicable, provide wheelchair and other special assistance to customers, between gates and ticket counters, baggage facilities, connecting flights, parking lot or garage.
6. Be familiar with the Hazmat/Dangerous Goods policy of PrimeFlight Aviation.

### **General Information**

Rate of Pay: \$3.00 - \$5.00 plus tips

Schedule: AM/PM and Weekend shifts

Hours: Opening of airport to close (departure of last flight)

### **Qualifications:**

1. 18 years of age.
2. High School Diploma or Equivalent.
3. Drug Free.
4. Ability to read, speak and understand English.
5. Reliable Transportation.
6. Ability to follow PrimeFlight Aviation safety guidelines.
7. Eligible to work in the United States.

### **Physical Requirements**

1. Walk continuously for 6-8 hours.
2. Lift and carry passengers luggage up to 70 lbs per bag.
3. Normal Eyesight or 20/20 with correction.
4. Normal Hearing.
5. Push wheelchair with Adult in it.



## **Job Title: Dispatcher**

### **Job Description**

**Summary:** As a valued member of the PrimeFlight Aviation team, you will: take phone calls from airlines to act upon their requests for employee coverage for various contract jobs as wheelchair assistance, aircraft guard, passenger escort, ticketing and preflight screening. Adjusts schedules to meets daily demands. Takes phone calls from employees calling off or late and plans coverage for the vacant shifts. Maintains logs and writes reports. Works as a substitute for filling in or various shifts. Provide safe and courteous wheelchair services to various airline passengers with disabilities. Assists disabled passengers in movement from one mobility device to another. Comply with the Air Carrier Access Act, airport policies, airline procedures, FAA regulations and US Customs procedures by performing the following duties:

1. Ability to answer telephone calls and write reports.
2. Ability to push wheelchair passengers to and from gates.
3. Ability to safely and comfortably lift disabled passengers with assistance from one mobility device to or from an aircraft seat.
4. Carry passengers' carry on luggage.
5. Assist with checked and claimed luggage.
6. Assist passenger with any problems, questions or concerns.
7. Maintain professional working relationships with fellow employees, supervisors, managers, airline employees and airport authorities.
8. Assist in covering fellow employee break times.
9. Report any incident of a serious nature to supervisor immediately Examines passenger tickets to ensure that passengers have correct flight.
10. Verify passenger's identification and reconcile the boarding pass to the identification prior to entering the screening area ensuring only authorized individuals enter the sterile area in accordance with current TSA Security Directives.
11. Exceed PrimeFlight customer service standards.

### **General Information**

Rate of Pay:           \$7.00 - \$9.00          

Schedule:    AM/PM and Weekend shifts

Hours:        Opening of airport to close (departure of last flight)

### **Qualifications:**



1. 18 years of age
2. High School Diploma or Equivalent
3. Drug Free
4. Ability to read, speak and understand English
5. Ability to read and interpret documents such as safety rules
6. Strong communication skills
7. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
8. Excellent customer service skills

**Physical Requirements**

1. Continuously required to talk or hear, stand and walk.
2. Required to reach, bend, stoop and twist.
3. Able to lift a minimum of 75 pounds
4. Push a wheelchair with an adult in it weighing an average of 150 pounds.



## **Job Title: GSE Mechanic**

### **Job Description**

**Summary:** As a valued member of the PrimeFlight Aviation team, you will be responsible for repairing the baggage carts. In this position you will provide a prompt and efficient service by performing the following duties:

1. Responsible for the repair of baggage carts:
  - a. Pull baggage carts from the storage lot to be repaired.
  - b. Log cart numbers to be repaired with description of work to be done on the cart.
  - c. Replace or repair curtains.
  - d. Replace or repair bumpers.
  - e. Replace or repair curtain rods.
  - f. Replace or repair cart hitches.
  - g. Replace or repair brake cable.
  - h. Repair tires.
  - i. Replace or repair tow bar.
  - j. Return baggage carts back to the storage lot.
2. Be able to perform other duties as assigned.

### **General Information**

Rate of Pay:           \$20.00 - \$25.00          

Schedule:    AM/PM and Weekend shifts

Hours:        Opening of airport to close (departure of last flight)

### **Qualifications:**

1. 18 years of age.
2. High School Diploma or Equivalent.
3. Must clear MVR report
4. Must have valid drivers license for the state.
5. Must be free of disqualifying crimes.
6. Drug Free.
7. Ability to read, speak and understand English.
8. Reliable Transportation.
9. Ability to follow PrimeFlight Aviation guidelines/policies/procedures.
10. Eligible to work in the United States.

### **Physical Requirements**

1. Stand continuously for 6-8 hours.
2. Able to work in tight spaces.
3. Must be able to lift minimum 70 lbs.
4. Normal Eyesight or 20/20 with correction.



## **Job Title: Ramp Scrubber**

### **Job Description**

**Summary:** As a valued member of the PrimeFlight Aviation team, you will be responsible for cleaning the ramp area using a ramp scrubber. In this position you will provide a prompt and efficient service by performing the following duties:

1. Responsible for scrubbing gates located in the E Concourse and South Cargo.
2. Responsible for checking all company vehicles using the pre-shift check off sheet.
3. Responsible for filling the scrubber with water and soap.
12. Responsible for dumping the dirty water from the scrubber and cleaning it at the end of the shift.
13. Be able to perform other duties as assigned.

### **General Information**

Rate of Pay:           \$10.00 - \$12.00          

Schedule:    AM/PM and Weekend shifts

Hours:        Opening of airport to close (departure of last flight)

### **Qualifications:**

1. 18 years of age.
2. High School Diploma or Equivalent.
3. Must clear MVR report
4. Must have valid drivers license for the state.
5. Must be free of disqualifying crimes.
6. Drug Free.
7. Ability to read, speak and understand English.
8. Reliable Transportation.
9. Ability to follow PrimeFlight Aviation guidelines/policies/procedures.
10. Eligible to work in the United States.

### **Physical Requirements**

1. Stand continuously for 6-8 hours.
2. Able to work in tight spaces.
3. Must be able to lift minimum 70 lbs.
4. Normal Eyesight or 20/20 with correction.



## **Job Title: Concourse Patrol**

### **Job Description**

**Summary:** As a valued member of the PrimeFlight Aviation team, you will be responsible for patrolling the concourses ensuring the security of the areas. In this position you will provide a prompt and efficient service by performing the following duties:

1. Patrol assigned concourses ensuring area is secure.
2. Respond to audible door alarms on foot:
  - a. Identify or determine cause of the alarm.
  - b. Transmit information via radio to the Aviation Control Tower.
  - c. Assist Control Tower in clearing the alarm and securing the area.
3. Be able to perform other duties as assigned.

### **General Information**

Rate of Pay:           \$10.00 - \$12.00          

Schedule:    AM/PM and Weekend shifts

Hours:        Opening of airport to close (departure of last flight)

### **Qualifications:**

1. 18 years of age.
2. High School Diploma or Equivalent.
3. Must be able to use hand held radio.
4. Must be free of disqualifying crimes.
5. Drug Free.
6. Ability to read, speak and understand English.
7. Reliable Transportation.
8. Ability to follow PrimeFlight Aviation guidelines/policies/procedures.
9. Eligible to work in the United States.

### **Physical Requirements**

1. Stand and walk continuously for 6-8 hours.
2. Able to work in tight spaces.
3. Must be able to lift minimum 70 lbs.
4. Normal Eyesight or 20/20 with correction.
5. Normal hearing with correction.



## **Job Title: International Customer Service Agents**

### **Job Description**

**Summary:** As a valued member of the PrimeFlight Aviation team, you will be responsible for assisting international passengers with luggage from the U.S. Customs arrival area to their connecting baggage conveyor belts. In this position you will provide a prompt and efficient service by performing the following duties:

1. Responsible for assisting international passengers with luggage from the U.S. Customs arrival area:
  - d. collect luggage from customs luggage carousel.
  - e. transporting luggage to passengers connecting flight baggage conveyor belts.
2. Provided assistance requested by airline personnel, passengers or vountary.
3. Be able to perform other duties as assigned.

### **General Information**

Rate of Pay:           \$10.00 - \$12.00          

Schedule:    AM/PM and Weekend shifts

Hours:        Opening of airport to close (departure of last flight)

### **Qualifications:**

1. 18 years of age.
2. High School Diploma or Equivalent.
3. Must be free of disqualifying crimes.
4. Drug Free.
5. Ability to read, speak and understand English.
6. Reliable Transportation.
7. Ability to follow PrimeFlight Aviation guidelines/policies/procedures.
8. Eligible to work in the United States.

### **Physical Requirements**

1. Stand continuously for 6-8 hours.
2. Able to work in tight spaces.
3. Must be able to lift minimum 70 lbs.
4. Able to push luggage cart with oversized or excess luggage.
5. Normal Eyesight or 20/20 with correction.



## **Job Title: Recheck Baggage Claim Agent**

### **Job Description**

**Summary:** As a valued member of the PrimeFlight Aviation team, you will be responsible for assisting with baggage in U.S. Customs arrival area. In this position you will provide a prompt and efficient service by performing the following duties:

1. Responsible for placing arriving luggage in the U.S. Customs arrival area in an upright position on carousels keeping all bags in a orderly manner.
2. Retrieve U.S. Mail bags and luggage of flight crews.
3. Retrieve baggage carts from cart conveyor and prepare for reuse.
4. Assist and queue passengers with luggage carts to appropriate ticket counters or areas.
5. Be able to perform other duties as assigned.

### **General Information**

Rate of Pay: \$7.00 - \$9.00

Schedule: AM/PM and Weekend shifts

Hours: Opening of airport to close (departure of last flight)

### **Qualifications:**

1. 18 years of age.
2. High School Diploma or Equivalent.
3. Must be free of Disqualifying Crimes.
4. Drug Free.
5. Ability to read, speak and understand English.
6. Reliable Transportation.
7. Ability to follow PrimeFlight Aviation guidelines/policies/procedures.
8. Eligible to work in the United States.

### **Physical Requirements**

1. Stand and walk continuously for 6-8 hours.
2. Able to work in tight spaces.
3. Must be able to lift minimum 70 lbs.
4. Able to push luggage cart with oversized or excess luggage.
5. Normal Eyesight or 20/20 with correction.



## **Job Title: Courtesy Meeter Greeter**

### **Job Description**

**Summary:** As a valued member of the PrimeFlight Aviation team, you will provide prompt and efficient service to our airline clients and their passengers by explaining the process they must go through at the TSA Security Checkpoint by performing the following duties:

1. Organize lines leading into the security checkpoint area ensuring they are orderly and move efficiently.
2. Explain security screening process to passengers.
3. Give directions within the airport to passengers and provide location of:
  - a. Terminal Gates.
  - b. Rest Rooms.
  - c. Restaurants or Eateries.
  - d. Ground Transportation
4. Provide assistance to the physically impaired, the elderly and passengers accompanied by small children and infants.
5. Exceed PrimeFlight Customer Service Standards.
6. Be able to perform other duties as assigned

### **General Information**

Rate of Pay: \_\_\_\_\_ \$8.00 - \$10.00

Schedule: AM/PM and Weekend shifts

Hours: Opening of airport to close (departure of last flight)

### **Qualifications:**

1. 18 years of age.
2. High School Diploma or Equivalent.
3. Drug Free.
4. Free of Disqualifying Crimes.
5. Ability to read, speak and understand English.
6. Reliable Transportation.
7. Ability to follow PrimeFlight Aviation guidelines/policies/procedures.
8. Eligible to work in the United States.

### **Physical Requirements**

1. Stand continuously for 6-8 hours.
2. Normal Eyesight or 20/20 with correction.
3. Normal Hearing.





## **Job Title: Baggage Runner**

### **Job Description**

**Summary:** As a valued member of the PrimeFlight Aviation team, you will be responsible for transporting baggage to specific areas. In this position you will provide a prompt and efficient service by performing the following duties:

1. Transport baggage from the CTX Machine or hand search area as may be applicable, to the airline baggage conveyor belt.
2. Load baggage as needed into tubs on the airline baggage conveyor belt.
3. Transport baggage from the curbside check-in area to the appropriate airline baggage conveyor belt.
4. Transport oversized baggage or live animals to the airline baggage make up room.
5. Assist passengers with kiosk check where requested by contracting airline.
6. Ensure and maintain adequate supply of baggage tubs for the airline baggage conveyor belt at all times.
7. Be able to perform other duties as assigned.

### **General Information**

Rate of Pay: \$5.00 - \$7.00

Schedule: AM/PM and Weekend shifts

Hours: Opening of airport to close (departure of last flight)

### **Qualifications:**

1. 18 years of age.
2. High School Diploma or Equivalent.
3. Must be free of Disqualifying Crimes.
4. Drug Free.
5. Ability to read, speak and understand English.
6. Reliable Transportation.
7. Ability to follow PrimeFlight Aviation guidelines/policies/procedures.
8. Eligible to work in the United States.

### **Physical Requirements**

1. Stand and walk continuously for 6-8 hours.
2. Able to work in tight spaces.
3. Must be able to lift minimum 70 lbs.
4. Able to push luggage carts with oversized or excess luggage.
5. Normal Eyesight or 20/20 with correction.



## **Job Title: Cabin Cleaner**

### **Job Description**

**Summary:** As a valued member of the PrimeFlight Aviation team, you will be responsible for providing a clean aircraft to our airline customers and their passengers. To clean all assigned aircraft thoroughly and efficiently you will be performing the following duties:

1. Remove all trash from aircraft
2. Clean and restock all lavatories
3. Clean galley
4. Clean all seats and seat back pockets, replace soiled magazines
5. Clean tray tables
6. Fold blankets and store blankets and pillows in overhead compartments
7. Clean aircraft floor
8. Be able to perform other duties as assigned.

### **General Information**

Rate of Pay: \_\_\_\_\_ \$6.00 - \$8.00

Schedule: AM/PM and Weekend shifts

Hours: Opening of airport to close (departure of last flight)

### **Qualifications:**

1. 18 years of age.
2. High School Diploma or Equivalent.
3. Must be free of Disqualifying Crimes.
4. Drug Free.
5. Ability to read, speak and understand English.
6. Reliable Transportation.
7. Ability to follow PrimeFlight Aviation guidelines/policies/procedures.
8. Eligible to work in the United States.

### **Physical Requirements**

1. Stand, walk and climb stairs continuously for 6-8 hours.
2. Able to work in tight spaces.
3. Able to lift a minimum of 50 pounds
4. Normal Eyesight or 20/20 with correction.
5. Normal hearing with correction.



## **Job Title: Cargo Agent**

### **Job Description**

**Summary:** As a valued member of the PrimeFlight Aviation team, you will be responsible for handling our airline clients and their passengers cargo. In this position you will provide a prompt and efficient service by performing the following duties:

1. Properly storing and documenting inbound cargo for customer pick-up
2. Responsible for properly filling out airway bill for acceptance and delivery of cargo:
  - a) Making sure shippers and consignees name, address and phone number are correct
  - b) Verifying contents of shipment matching against airway bill
  - c) Ensuring flights cargo will travel on are correct
  - d) Making sure cargo is inspected and documented properly
  - e) Making sure all signatures on airway bill match identification
3. Be able to communicate directly with customer, giving outstanding customer service
4. Be able to keep warehouse neat and organized

### **General Information**

Rate of Pay:           \$8.00 - \$10.00          

Schedule:    AM/PM and Weekend shifts

Hours:        Opening of airport to close (departure of last flight)

### **Qualifications:**

1. 18 years of age
2. High School Diploma or Equivalent
3. Completion of two week cargo acceptance class (travel required)
4. Must have valid drivers license for the state, to be able to
5. Operate forklift
6. Must be able to use a computer
7. Drug Free
8. Ability to read, speak and understand English
9. Reliable Transportation
10. Ability to follow PrimeFlight Aviation guidelines/policies/procedures
11. Eligible to work in the United States

**Physical Requirements**

1. Stand continuously for 6-8 hours
2. Able to work in tight spaces
3. Must be able to lift minimum 70 lbs
4. Normal Eyesight or 20/20 with correction
5. Normal Hearing



**Job Title: General Manager**

**Job Description**

**Summary:**

**Reports to the Regional Vice President**

The General Manager must possess the ability to work effectively in a team environment, partnering with senior management and is accountable for:

- Managing the day to day activities of the operation
- Financial performance of location
- Operational performance of location
- Client relationships
- Contract retention
- Developing and implementing strategies, processes and procedures that will effectively influence company profitability.
- Achieving monthly performance goals.
- Being a positive role model to all personnel.

**Advise, consult and coordinate with:**

- Regional Vice President
- Division Controller
- Corporate Staff and Field Support staff
- Market Development VP and Directors
- Clients
- Vendors

**Responsibilities:**

1. Oversee the financial and operational performance of the location.
2. Foster a safe working environment. Hold employees accountable for safety audit performance.
3. Meet administrative requirements as established.
4. Monitor and record performance and report on an annual basis.
5. Work with Sales, Regional VP, and Controller to develop competitive bids for new business.
6. On site coordinator for new account start-ups.
7. Resolving service issues in problem areas to insure retention.

8. Performs all necessary supervisory functions to effectively and efficiently manage assigned personnel:
  - Maintain a qualified staff
  - Communicate areas of accountability and performance expectations to assigned personnel.
  - Determine standards of performance as a basis to review progress of assigned personnel.
  - Recommend salary adjustments, transfers, promotions and terminations.
  - Ensures proper training of assigned personnel.
  - Fosters a cooperative and harmonious working climate conducive to maximizing employee morale and productivity.



## **Job Title: Regional Vice President Aviation Services**

### **Job Description**

#### **Summary:**

**Reports to the Division Vice President**

#### **Organizational Relationships**

Positions that are accountable to the Regional Vice President Aviation Services for all or partial phases of their activities:

- General Managers, multiple
- Operations Managers, select number
- Administrative clerk, optional

#### **Advises, consults and coordinates with:**

- Division Vice President
- Division Controller
- Corporate Staff
- Market Development VP and Directors
- Clients
- Vendors

#### **Major Areas of Responsibility**

- Financial performance of Region
- Operational performance of Region
- Client relationships
- Contract retention

#### **Responsibilities**

1. Oversee the financial performance of each account in the Region. Assist and hold General Manager or Operations Manager accountable for controllable items.
2. Oversee the operational performance of each account in the region. Assist and hold General Manager or Operations Manager accountable for performance.
3. Foster a safe working environment in each city through the efforts of the General or Operations Managers. Hold Managers accountable for safety audit performance.
4. Meet administrative requirements established. Primary focus on Client visits schedules and reporting.
5. Monitor and record General or Operating Manager's performance and report on an annual basis.
6. Work with Sales, Division VP, Controller and local Manager to develop competitive bids for new business.
7. On site coordinator for new account start-ups.

8. Resolving service issues in problem accounts to insure retention.
9. Performs all necessary supervisory functions to effectively and efficiently manage assigned personnel:
  - Maintain a qualified staff
  - Communicate areas of accountability and performance expectations to assigned personnel.
  - Determine standards of performance as a basis to review progress of assigned personnel.
  - Recommend salary adjustments, transfers, promotions and terminations.
  - Ensures proper training of assigned personnel.
  - Fosters a cooperative and harmonious working climate conducive to maximizing employee morale and productivity.