

Key Responsibilities of the positions

Cargo & Ramp Services Department

CR01 – Cargo Sales Agent

- Accept Cargo for Export in accordance with IATA rules and procedures.
- Accept Cargo for Export in accordance with Customs rules and procedures.
- Accept Cargo for Export in accordance with Airlines rules and procedures.
- Accept Cargo for Export in accordance with Quarantine rules and procedures.
- Accept Cargo for Export in accordance with ATS rules and procedures.
- Liaise with airline for space reservations, cash handling.
- Compile returns for ATS and all other clients.

Technical Services Department

TS01 – Aircraft Maintenance Engineer

- Engage in the maintenance, repair or overhaul of any one or more of the components, systems, items of equipment, and associated equipment in the airframes, engines, radio, electrical and instruments systems on aircraft.
- Maintain ground electrical power units and ground air supply units, and in contingency situations may carry out essential maintenance and rectification of aircraft ground support equipment to ensure on schedule aircraft departure.
- Required to keep abreast of relevant developments and changes in aircraft/ramp handling procedures.
- May be required to work in oily conditions or with batteries or aircraft engine exhaust system or any work, which is of a dirty or offensive nature.
- May be required to work at a height of 25 feet.
- May be required to work on aircraft toilets either clearing blockages or attending to any serious malfunction within the toilet.
- May be required to perform work inside fuel tanks of aircraft.
- May be required to work in a confined space.
- Undertake other related duties as assigned by the Engineering Supervisor.

Finance Department

FIN01 – Finance & Admin Officer

- Provides advice and assistance to staff and supervisors.
- This may include information on job descriptions, performance reviews and personnel policies of the Company.
- Provides advice and support to supervisors and respective committees and ensures that they have accurate and timely information in order to make effective decisions.
- Failure to provide adequate advice or assistance may result in lost opportunities for staff development, poor staff morale, financial loss to staffs and a loss of credibility for Manager Finance.
- Provide support to staff and supervisors to develop the skills and capabilities of staff.
- Provide advice and assistance with writing job descriptions for the Department.
- Provide advice and assistance when conducting staff performance evaluations.
- Identify training and development opportunities.
- Organize staff training sessions, workshops and activities.

- Process employee requests for outside training while complying with policies and procedures.
- Provide basic counselling to staff who have performance related obstacle.
- Monitor staff performance and attendance activities.

Catering Services Department

CS01 – Demi Chef

- Process, Assorts and packs meals in trays and carries out other associated duties as assigned.
- Prepare special meals and clear flights as required.
- Ensure that all specifications and recipes are followed as provided by the Company and/or its airline customers are efficiently met.
- Able to do meal breakdown; calculate meal production numbers whilst minimizing wastage.
- Observe the highest level of hygiene and assisting in the operations of the kitchen as required.
- Effectively manage time, plan work flow and follow HACCP mandatory SOP's and ensure all documents are accurately completed.
- Lead by example and contribute in Menu planning, ordering and assist in other areas as requested.

CS02 – Commis Chef

- Prepare basic sauces, derivatives & omelette's.
- Sanitize Fruits & Vegetables, prepare salads, garnishes and vegetables.
- Butchery – Trim/ Fillet/Dice Various Meat plus Skin and fillet fish.
- Prepare toasted and plain sandwiches.
- Assemble Meals & monitor ready Pre-set /cart assembly as required as per specification.
- Carry out bulk make-up and supplementary items.
- Carry out Food Safety duties as directed: decanting, sort food items in the order of shelf life.
- Carry out any other additional tasks, as required.

CS03 – Pastry Chef (Baker)

- Prepares and bakes all Bakery/Pastry and patisserie items for menu and catered events following Standardized recipes, Sector Checklists and Customer requirements.
- Provides daily ingredient and Bakery/Pastry supplies to the Sous Chef for ordering purposes.
- Assists in the development of producing innovative and creative menu items and the continuous improvement of baking recipes.
- Adheres to Food Safety Management System Requirements.
- Operates, cleans and performs cleaning maintenance on baking machines and equipment.
- Ensures that Bakery/Pastry & patisserie products, ingredients & stock items are stored in hygienic and clean storage facilities, containers, shelving, trays etc.
- Ensures proper rotation and FIFO of all products and ingredients.
- Supervises and guides assigned Assistants and Student Trainees or temporary employees whilst attached to the Bakehouse.

- Performs specialised decorations of cakes and assorted products.
- The Department may assign reasonably related additional duties to individual employees.

CS05 - Catering Attendant

- Carry out specified cabin cleaning and sanitising duties of the aircraft in accordance as per customer airline requirement.
- Operate relevant equipment efficiently for the performance of designated duties.
- Clean and sanitise specified Cabin Services work areas, Catering equipment, Catering vehicles or any other areas of Catering as directed.
- Perform proficient GSE marshalling duties as specified. Carry out Aircraft equipment cleaning, stripping and washing, drying and storage as well as alignment and bulk make-up.
- Transferring bagged rubbish to Rubbish Room and loading onto the Garbage Truck.
- Operating all washing equipment necessary for the performance of these duties.
- Perform proficient Aircraft Door Opening in accordance with customer airline requirement.
- Carry out sanitising and fogging duties as required.
- General assistance in Catering Department and perform any other related duties.

CS06 - Kitchen Production Planner

- Design and implement a workable production plan to meet OTP/kitchen ready tie for cold soak.
- Prioritize production plan – to meet allergen management requirements and other SPML.
- Provide yield calculations for preparation raw materials butchery, sanitising, vegetable production, hot production including: Bulk production of sauces, All Hot meals and Patisserie.
- Ensures sufficient stock availability for preparation and production.
- Ensure astute rotation of items [FIFO and LIFO].
- Completes required requisitions for the Storeroom to ensure adequate supply is maintained.
- Ensures quality production standards are followed and maintained.
- Prepares administrative reports as required production reports, usage trend, forecasts, wastage and yield calculations.
- Works with management staff to improve performance of the unit.
- Provide measureable strategies to benchmark each of the preparatory and production processes to enhance productivity and performance assessments.
- Responsible for safety, quality and compliance with customer specifications.
- Ensures specifications, airline diagrams, and sample meals are accurate according to the airline specifications.
- Conducts inventory of products to ensure proper usage to minimise waste.
- Trains and monitors employees on proper work procedures to ensure maximum productivity is achieved with minimum labour and food cost.
- Liaises with the cabin team for required equipment and other dry goods.

Safety & Compliance Department

SC01 - Coordinator Safety Health & Environment

- Coordinate the SMS planning, implementation, monitoring and improvement of all safety, health and environment programmes.
- Assures that ATS complies with applicable statutory and regulatory requirements related to safety, health and environment.
- Implement safety, health and environment monitoring program that includes survey, inspections, test, observations, reporting, deviations, non-conformities and lapses and provide recommendations for their corrective actions and improvement.
- Maintain a reporting system in the identification of safety, health and environment hazards and monitoring of the progress of the IAMS reports to ensure hazards are addressed and risk mitigated in a timely manner.
- Monitoring safety concerns in the aviation industry and their perceived impact on the organization's operations aimed at service delivery.
- Promote a healthy work environment by planning, implementing and maintaining work programmes that encourage are clean and health work station for employees, adhering to Government guidelines for workplace safety, Health and Safety at Work Act (1996) and the International Labour Safety Standard, OHS 18001.
- Coordinate and communicate (on behalf of the Manager Safety and Compliance / CEO) with international agencies on issues relating to safety.
- Ensure that the organization meets any applicable food safety related statutory and regulatory requirements through its FSMS and that it harmonizes the standards to ensure confidence to customers and consumers.
- Investigate workplace accidents, managing workers' compensation programs and lagging areas that pose as safety risk and create hazardous conditions.
- Coordinate and communicate with the statutory and regulatory authority on issues relating Safety, Health and Environment as may be required.
- Train employees during safety induction.
- Create and advocate employee awareness of environmental issues promoting conservation and sustainability of nature.
- Liaise with Government, donors and organizations with similar interests on environmental related issues and updates.
- Ensure that the Food Safety Management System is effectively established, documented, implemented and maintained to ensure its suitability, adequacy and effectiveness and is within the framework of the FSMS.
- Ensure that management principles include customer-focused, leadership, involvement of people, process approach, system approach to management, continual improvement, factual approach to decision making and mutual beneficial supplier relationships as deployed within the FSMS.
- Act as company spokespersons during government health inspections and hearings.
- Ensure that the implementations of environmental campaigns are effective.
- Carry out impact assessment for environmental awareness projects.
- Provide timely advice and information required by the Manager Safety and Compliance for submissions to Management Review Board (MRB).
- Develop safety, health and environment monitoring program that includes survey, inspections, test, and observations.
- Plan and organize staff safety training.

- Prepare and assist to facilitate the budget and ensures that funds are allocated appropriately to respective Safety, Health and Environment programs.
- Develops policies and procedures for workplace safety, draft company safety manuals and communicate the latest government regulatory changes.
- Draft and implement Occupational Health and Safety programs and ensure that the program goals protect employee health and prevent workplace hazards and injuries.
- Draft environmental policies.
- Assess environmental projects and evaluate the performance of projects and employee awareness levels and employee performance in relation to environmental issues.
- Analyse environmental matters and write reports on behalf of line manager.