



## **JOB DESCRIPTION**

### **Job Title**

Ground Services Operative – Start Level

### **Reports To**

You will report directly to the Duty Ground Services Supervisor on a shift basis and to the Head of Ground Services or such person as directed by Airport management. This reporting situation may change as the organisation responds to ongoing change and business requirements.

### **Purpose of Post**

To carry out the Start Level functions associated with the turnaround of aircrafts.

### **Main Duties**

- To handle the turnaround of all aircrafts (passenger and freight) at Ireland West Airport Knock in a safe, security conscious, customer friendly and cost efficient manner in the shortest possible time.
- To handle the baggage from the outbound belt to the trolleys and the scanning of the tags for the AAA or similar security system.
- To load the bags onto the conveyor belt and into the hold of the aircraft. \*\*
- To unload the bags from the hold, load onto trolleys and load onto the inbound belt.
- To clean the aircraft interior.
- To keep the ramp area and baggage belt areas clear of fod.
- To keep the ramp area clear of snow and ice.
- To assist with airport maintenance as required.
- To immediately report any incident or near miss to the Ground Services Supervisor.
- Any other duties as requested by the Ground Services Supervisor, Head of Ground Services or Operations Manager.

**\*\* Note staff at this grade may be required to carry out office cleaning functions or cleaning standards inspections in place of loading within the hold of the aircraft.**

### **Position Requirements**

- Is reliable, trustworthy, dedicated to carrying out their function in accordance with applicable safety standards and has the ability to learn the safety implications of not carrying out their function properly.
- Is hard working and physically able to carry out a manual function.
- Responds well to supervision and working in a highly regulated area.
- Is a self-motivated, self-starter who demonstrates consistent 'can do approach'.
- Has the ability to work on own initiative and as part of a team.
- Is dedicated to maintaining high quality standards and achieving company results.
- Is an effective communicator at all levels both inside and outside the organisation.
- Is flexible.
- Has good problem solving and analytical skills.
- Has the ability to work under pressure to tight deadlines.

**The above list is not exhaustive and we expect to see a demonstration of the jobholder's individuality, innovativeness and use of their particular skills as appropriate. The role will also include any other duties required which are appropriate for the position and the needs of Ireland West Airport Knock.**