

## **Terms of Reference for Flight Handling Assistant - III**

Reports to: Head of Flight Handling Unit

Overview:

The Flight Handling Assistant will be responsible for ensuring the timely management of daily flights. They will work under the supervision of the Head of the Flight Handling Unit.

1. Load and unload catering items onto the aircraft.
  2. Pre-set flight requirements one day in advance.
  3. Sort and segregate waste materials upon flight arrival daily.
  4. Adhere to Flight Handling SOPs on a daily basis.
  5. Report to work on time and complete assigned tasks promptly.
  6. Cooperate with and adhere to instructions from supervisors and department heads.
  7. Fulfill any additional duties and responsibilities required for the company's benefit.
-