

In-Flight Supervisor

JOB DESCRIPTION

The In-Flight Supervisor has the experience, expertise and the qualifications to ensure that World Atlantic Airlines conducts its cabin duties and emergency procedures with the highest degree of safety. He/she is an experienced Flight Attendant with a full understanding of cabin safety tasks, Federal Aviation Regulations and airworthiness requirements. He/she is also able to promote positive attitudes toward safety and compliance within the Flight Attendant's working environment, and, among the Flight Attendant personnel.

The below qualifications can be amended with the approval of the Director of Operations and Manager of In-Flight.

QUALIFICATIONS

The minimum qualifications for the In-Flight Supervisor are as follows:

- a) U.S. Citizen
- b) Current Passport.
- c) Experience with airline cabin safety.
- d) Ability to become thoroughly familiar with World Atlantic Airlines In-flight policy and procedures manual.
- e) Maintain all qualifications to function as a Flight Attendant, Senior Flight Attendant and ATS/OE Supervisor on all World Atlantic Airlines aircraft type. Must retain all their qualifications as per 14 CFR 121.427. Reference FAM 2.4.3e-2.4.4

DUTIES AND RESPONSIBILITIES

- a) General Supervision of In-Flight Crewmembers
- b) Will assume all duties and responsibilities of the Manager of In-Flight in the event of his/her absence.
- c) Monitor their performance, etiquette, positive demeanor, appearance and ensure compliance with company procedures and applicable regulations.
- d) Perform administrative duties, prepare reports on activities and directed projects.
- e) Investigate complaints, job performance discrepancies and take corrective action in accordance with company guidelines.
- f) Coordinate ordering and assisting with the designing of In-flight uniforms.
- g) Ensure understanding of job related information by observing crewmembers while on duty and conducting one-on-one debriefings.
- h) On a consistent basis, complete In-flight observations as directed by the Manager of In-Flight.
- i) Operate In-flight as a qualified Flight Attendant and when necessary handle special projects assigned by the Manager of In-Flight.
- j) Monitor and insure the completion of the airport ID process for crewmembers.
- k) Conduct meetings with Air Transportation Supervisors, Flight Attendants, and Senior Flight Attendants under the direction of the Manager of In-Flight.
- l) Responsible for In-Flight catering, including ordering and inventory.
- m) Monitor and supply all required forms for In-Flight crewmembers use at bases.