Downloaded from <https://www.velvetjobs.com/job-descriptions/flight-attendant>

# Example of Flight Attendant Job Description

Our company is looking for a flight attendant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for flight attendant

* Must be able to understand and explain policies and procedures in accordance with the AA/APFA Joint Collective Bargaining Agreement
* Explains and demonstrates use of safety equipment and emergency procedures
* Respond effectively during emergency situations
* Effectively communicate verbally to make onboard public address announcements, complete safety demonstrations, and provide instruction to others
* Coordinates travel to training
* Must be able to document discussion records with accuracy and in a timely manner
* Performs a wide variety of office duties for management and/or specialist personnel
* Prepares weekly, monthly, quarterly, and annual reports from databases
* Requires shift work
* Coordinate travel to training

## Qualifications for flight attendant

* Must be able to sit in an assigned jump seat with seatbelt and harness fastened, perform tasks that require frequent walking, bending below ankle level and reaching above shoulder level, open emergency exits and close aircraft doors weighing up to 45 pounds, push and pull beverage cart weighing up to 60 pounds, and lift, store, transport and reach for items, with or without a reasonable accommodation
* Minimum arm-reach of 208 cm and physical fitness to pass the pre-employment medical assessment
* Must have mobility, including working p.m, weekend and overnight shifts in field cities
* Must be decisive, show attention to detail and meet deadlines
* Must be aware of hazardous situations and be able to provide a leadership role in an emergency as needed
* Must be able to work well with parts of a Team