



Example of Airport Manager Job Description

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Our growing company is searching for experienced candidates for the position of airport manager. 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 airport manager

- Promote the full range of IT Services products and services
- Assumes responsibility for all branch purchasing, food production and storage
- Controls food and labor costs to maximize profitability
- Assigns requisitions and oversees daily delivery of food items and various goods/products to the units, while ensuring on-time delivery and accuracy
- Works directly with vendors to ensure purchases are in accordance with company specifications and serves as a liaison for service contractors
- Communicates with airport restaurant managers and front line team members regarding any delays or product changes that may affect requisition delivery
- Works under pressure while exercising good judgment and handles conflict and resolves uncomfortable situation with clients, customers/vendors, peers and direct reports
- Manage commissary team that receives, stocks, rotates and pulls product and ensures that work is completed using safe practices
- Recruits, trains, develops, and communicates with all commissary staff assesses performance on a regular basis, including annual performance reviews
- Manages all office tasks, including management of funds and media, shipping/receiving, inventory, purchasing, team member scheduling (bid schedule creation, where applicable), and payroll

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- Knowledge of the Airport environment (asset)
 - Provide leadership and support to the Service Delivery Managers, in areas including recruitment, training, performance management
 - Associates degree preferred with emphasis in business or food service management and 3 years direct food and beverage management experience a must!
 - Basic organizational and mathematical ability and be familiar with operation of standard food and beverage equipment
 - Airside/Rail pass requirements – valid passport, 5 years continuous referencing, consent to undertake a Criminal Record Check
 - Minimum of 15 years' experience with significant experience in the airport and aviation industry