



# Example of Flight Attendant Job Description

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Our company is growing rapidly and is hiring for a flight attendant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for flight attendant

- Comply with Flight attendant Manual, company policies and procedures
- Ensuring the accuracy of all forms and required paperwork
- Responding to passenger complaints and problems graciously, resourcefully and tactfully
- Maintaining cleanliness of the aircraft cabin and ensuring that fleet service and catering supplies are boarded as specified
- Accounting and handling of all controlled items
- Responsible for properly communicating any maintenance abnormalities or discrepancies to the PIC
- Check drawing and operation sheets for special tooling callouts
- Perform all duties necessary to order, receive, visually check, store, preserve, issue and inventory all company owned tools, dies, fixtures, perishable tools and expendable shop supplies contained in assigned crib or section
- Maintain records and clerical systems for controlling inventory and accountability of related records and paperwork
- Responsible for Total Tool Control

## Qualifications for flight attendant

- Must possess a high school diploma or equivalent with secondary education or college preferred
- Must possess basic computer literacy and math competency
- Must have at least two years of direct customer service experience
- Must maintain excellent attendance as regular, reliable attendance is an

- Must be able to lift emergency window exits (up to 60lbs)