

03/13/2014

Position **Flightline Runners (3 openings) - Temporary**

Location **LAX Terminals**

Status **Non-Exempt (5 days / 6 hours per day)**

Shift shifts) **AM/PM (Must be able to work Flexible shifts including graveyard**

JOB SUMMARY:

Flight line/Support works together with other personnel to deliver consistently high levels of service to both external and internal customers by processing and delivering customer orders, moving merchandise and supplies between stores and stockroom locations and restocking selling and storage areas in accordance with US Customs regulations and Airport/ policies and procedures.

PRIMARY RESPONSIBILITIES:

1. Communicate with managers/team leads regarding flight information changes.
2. Collect, sort, verify and transport customer purchases (bags) from Stores or other locations to pass-out points and pass-out bags to customers.
3. Handle airline agent's inquiries and customer claims at the bags pass-out point in accordance with the company procedures.
4. Complete flight delivery report and any other paperwork or reports as required or assigned.
5. Receive process, store or deliver incoming and outgoing merchandise or supply shipments.
6. Restock floor merchandise presentations or supplies as assigned by manager/team lead.
7. Conduct inventory / cycle counts as assigned by manager/team lead.
8. Process all damaged merchandise per manager/team lead's direction.
9. Perform minor maintenance/housekeeping tasks including the disposal of trash and maintain all work areas in a clean, safe and orderly manner.

10. Assist manager/team lead in tracking/ordering of packing supplies.
11. Assist manager/team lead with other duties as assigned.

QUALIFICATIONS

Requires the ability to perform a variety of duties related to Flight line/Support. These duties may include lifting, climbing, taking out trash, moving in a quick paced environment.

Must have the ability to lift 35+ pounds.

Able to handle paperwork related to merchandise receipt and supply ordering.

Candidate must be available for flexible shifts.

Experience working in a warehouse environment is a plus.

High School Graduate or equivalent work experience.

COMPETENCIES REQUIRED

Basic Math Skills

Must be able to lift 35 lbs.

EXPERIENCE

Previous Customer Service Experience helpful as is working in a fast paced work environment.

EDUCATION

High School Graduate

Hourly Rate: \$12.30 Per Hour, Medical/Dental Benefits, Paid Time off, 401k, Monthly Incentive, Uniform Allowance, 50% Parking Fee Reimbursement,

[Contact Email](#)

lguidi@sbwib.org