

VACANCY

LOCATION	- Heathrow Airport
POSITION	- ICTS Catering Supervisor
REPORTING TO	- Duty Manager & Operations Manager
HOURS OF WORK	- Shift work - covering earlies, late and weekends
CLOSING DATE	- 25th January 2018

KEY TASK AREAS / RESPONSIBILITIES

- First point of contact for the agents / Controllers.
- Responsible for all day to day operational on site
- Reporting to Duty Manager with feedback or any other relevant operational reports.
- Client liaison when required and appropriate.
- Responsible for upholding ICTS's Health and Safety standards and monitoring risk assessments
- Responsible for maintaining rosters
- Recurrent Training and Drills
- Responsible for On Job Training and staff development
- Carrying out weekly audits
- Responsible to carry out any other tasks delegated by Duty Manager

PERSON SPECIFICATION

Essential

- Able to work Days, Nights, Weekends, Bank Holidays
- Internal candidates only
- Computer literate
- Excellent communication skills – both oral and written
- Good administration skills
- Reliability and flexibility
- The ability to work under pressure and utilising your own initiative
- Proven management skills
- Energetic and target driven
- Ability to set improvement standards on a daily basis
- Candidates should have knowledge of ICTS aviation procedures

Desirable

- Driving License

We take our commitment to principles of fairness and mutual respect for people of all faiths and cultures seriously and we expect our employees to do so as well. We take firm action where any concerns are raised both internally and by our clients, customers and members of the public.

All applicants must have correct documentation enabling them to work here and also have a permanent NI number.

Internal candidates will be expected to show a good attendance/timekeeping record and also a good performance in their previous role(s).

This position may be subject to Client/Board approval.

All Managerial positions and Promotions are subject to a probationary period of 6 months.

Interested parties should email their CV with a covering letter to ramachandran.saravanabavan@icts.co.uk

ICTS IS AN EQUAL OPPORTUNITIES EMPLOYER