

Job Title: Ramp Agent

Grade:

Salary: 12.30 hourly

Requirements: Southwest Airlines Ramp Agents provide legendary Customer service by handling cargo and baggage service, directing and servicing aircraft and related activities on the airport ramp.

Qualifications: High School diploma, GED or equivalent;

Must be at least 18 years of age;

Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986;

Must possess a valid state motor vehicle operator's license.

May be required by Station Leadership to obtain a Customs Seal and meet all requirements to work international flights.

Job Description:

Loads, unloads, services, guides, and directs Company Aircraft;

Safeguards Customers' baggage, air cargo, air mail, and COMAT from weather, loss, theft, damage and/or destruction;

Handles all aspects of loading, stowing and unloading baggage, cargo airmail, air freight, ballast and company materials according to a predetermined plan received either electronically or manually from an Operations Agent;

Receives and records Customer baggage, air freight, mail and company materials as required;

Submits, either electronically or manually, a Cargo Bin Loading Slip (CBLS) to an Operations Agent;

Picks up, delivers, and transports cargo and baggage to and from aircraft and prepares records in connection with these responsibilities;

Warehouses, weighs, stacks, picks up and delivers air cargo, checks air cargo handled against accompanying forms to identify any mishandling or discrepancies and corrects routine errors;

Uses jetway stairs frequently to carry items checked at the gate to the aircraft bin;

Reviews cargo forms for accuracy and corrects forms as necessary;

Performs interior aircraft cabin cleaning by hand, including sweeping upholstery, cleans windows, galleys and disposal containers in accordance with applicable paperwork;

Cleans and services lavatories, operates lavatory carts and disposes of contents in accordance with established procedures; May perform duties of a Provisioning Agent, including stocking aircraft cabin interiors for flights with equipment and supplies such as literature, disposal, and refuse containers and commissary items in accordance with applicable paperwork. Maintains an inventory of such items and supplies;

Transports cabin and cleaning equipment between aircraft storage area;

Operates and/or drives motorized equipment, such as belt loaders, air start units, lift trucks, push back tugs, bag cart, lavatory cart and de-icers;

Manually pushes and pulls push carts and containers;

Works in the vicinity of and between passenger terminals, hangars and airfreight facilities, both indoors and outdoors
May be exposed to a wide variety of weather conditions, jet and machinery noises, fumes, dirt and dust for extended periods of time.

Completes paperwork and forms connected with work assignments pertaining to procedures and enter into Company's information system as required;

Must maintain the ability to wear prescribed uniforms