

This Flight Attendant job description template includes key Flight Attendant duties and responsibilities. You can post this template on job boards to attract prospect applicants.

Job Brief:

We are looking for a pleasant Flight attendant to ensure the safety and comfort of passengers aboard flights. The successful candidate will be able to work independently, perform effectively in a team and build trust relationships with passengers.

The goal is to maximise revenue growth and enhance customer satisfaction.

Responsibilities:

- Provide information, guidance, and assistance for safety and comfort to passengers on board aircraft
- Attend the “brief” and act on it
- Conduct safety check before flight
- Greet customers, check their tickets and accompany them to their seats
- Prepare and serve drinks and food to passengers
- Present emergency equipment and give instructions
- Monitor and secure the cabin regularly
- Comply with all aviation rules and regulations for safety and protection
- Assist passengers and [cabin crew](#) during emergency situations
- Provide special help to passengers with special needs (children, disabled persons, elders etc)
- Submit analytic reports concerning flight incidents

Requirements:

- Proven working experience as flight attendant or [customer service](#) experience

- Fluency in English, multilingual is preferred
- MS Office knowledge
- Customer service-oriented
- Professional image
- Excellent communication and presentation skills
- Problem solving skills and ability to handle difficult situations
- Cabin crew certification or training