

SKILLS FRAMEWORK FOR AIR TRANSPORT SKILLS MAP – CATERING ASSISTANT				
Sector	Air Transport			
Sub-Sector	Airport			
Track	Catering Services			
Occupation	Catering Services Operator			
Job Role	Catering Assistant			
Job Role Description	<p>The Catering Assistant is tasked with administering catering services such as handling logistics to supply fresh ingredients, preparing in-flight meals and delivering meals to aircraft. He/She checks the flight kitchens to ensure compliance with safety, hygiene and food disposal practices.</p> <p>The Catering Assistant possesses a Class 3 Driving Licence and an Airfield Driving Permit (ADP) to operate vehicles and transport food carts. To perform his duties effectively, he is also familiar with proper housekeeping procedures and food safety standards. He works in shifts to accommodate round-the-clock flight arrivals and departures. He is detail-oriented and is able to work well with others.</p>			
Critical Work Functions and Key Tasks / Performance Expectations	Critical Work Functions		Performance Expectations (For legislated / regulated occupations)	
	Administer production of catering services		Acquire order information from flight catering information systems	In accordance with: Singapore Qualified Driving Licence (Class 3) and Airfield Driving Permit (ADP)
			Carry out meal portioning	
			Assemble meal trays	
			Pack beverages and dry store products onto carts	
			Assemble meals with special requirements	
			Inspect raw materials to ensure compliance with specifications	
			Process raw materials for cooking	
	Administer delivery of catering services		Operate Autonomous Guided Vehicles/Autonomous Vehicles (AGV/AVs) to transport food items between food stores and meal tray assembly lines	
Load and off-load food carts between flight kitchens and catering vehicles				
Drive catering vehicles between flight kitchens and aircraft				
Load in-flight meals onto aircraft according to cabin loading plans				
		Dispose meal waste from aircraft		

	Manage food production hygiene and quality standards	Perform checks on flight kitchens to ensure safe and hygienic work practices		
		Carry out checks on disposal procedures for food waste		
		Test and record the temperature of in-flight meals		
	Uphold safety and/or security standards	Interpret and follow individual safety and security standards in the workplace		
Identify and report breaches of safety and security standards in the workplace				
Skills & Competencies	Technical Skills & Competencies		Generic Skills & Competencies (Top 5)	
	Accident and Incident Response Management	Level 1	Teamwork	Basic
	Aircraft Turnaround Coordination	Level 1	Problem Solving	Basic
	Airside Driving	Level 1	Communication	Basic
	Cabin Loading Activities	Level 1	Service Orientation	Basic
	Change Management	Level 1	Digital Literacy	Basic
	Dangerous Goods Management	Level 1		
	Food and Beverage Quality Audit and Assessment	Level 2		
	Food and Beverage Safety, Hygiene and Security	Level 2		
	Food Waste Management	Level 2		
	Ground Handling Services and Operations Management	Level 1		
	Hazard and Risk Control and Policy Management	Level 2		
	Human Factors Management	Level 2		
	Human-Robot Collaboration	Level 2		
	Inclement Weather Operations and Planning	Level 1		
	Innovation Management	Level 2		
	International Air Transport Association Safety Audit for Ground Operations Implementation	Level 1		

	Internet of Things Application	Level 2	
	Kitchen Production Scheduling	Level 1	
	Learning and Development	Level 1	
	Process Improvement and Optimisation	Level 2	
	Stakeholder Management	Level 1	
	Technology Application	Level 1	
Programme Listing	For a list of Training Programmes available for the Air Transport sector, please visit: www.skillsfuture.sg/skills-framework/air-transport		

The information contained in this document serves as a guide.