

### Terms of Reference

<b>JOB TITLE/POSITION</b>	:	Cabin Attendant
<b>DEPARTMENT/SECTION</b>	:	Cabin Crew Section
<b>PLACE OF POSTING</b>	:	Paro
<b>REPORTS TO</b>	:	Cabin Manager

### RESPONSIBILITIES

- Ensure passenger safety, security, and comfort at all times.
- Be fit for duty and comply with Company policies, SOPs, Operations Manual, and Authority regulations.
- Maintain validity of all required personal and training documents.
- Follow instructions from the Commander, Cabin Crew in charge, and Trainers.
- Conduct pre-flight safety and emergency equipment checks.
- Ensure compliance with seat belt and no-smoking signs.
- Deliver safety briefings and manage normal and emergency situations as trained.
- Demonstrate communication and team work with all flight crew members, cabin crew members and ground staff.
- Maintain professional conduct, punctuality, and grooming standards.
- Manage passenger behaviour in accordance with procedures.
- Provide first aid within the scope of training when required.
- Attend required briefings and debriefings.
- Report safety, security, or operational irregularities promptly.
- Uphold company ethics, confidentiality, and professional image.