



## **POSITION DESCRIPTION**

<b>POSITION TITLE</b>	: Assistant Hair Stylist / K4078
<b>DEPARTMENT</b>	: Beauty Salon
<b>CLASSIFICATION APPROVED BY</b>	: HRD

## **REPORTING RELATIONSHIPS**

<b>POSITION REPORTS TO</b>	: Area Manager
<b>POSITIONS SUPERVISED</b>	: Nil

## **POSITION PURPOSE**

Expected to support the hairdressers in the salon with washing hair, performing basic color applications, offering refreshments for the clients, and keep the salon clean and tidy at all times.

## **ESSENTIAL FUNCTIONS AND BASIC DUTIES**

- Meet and greet our customers with a smile, as well as gowning and preparing them for salon services.
- Shampoo and condition hair with our professional products, explain to customers what products are being used and the reason
- Ensuring client is happy, comfortable and knows what is happening throughout the time within the salon.
- Assisting stylists: neutralizing, removing color and blow drying hair under supervision.
- Ensure that product usage is kept to manufactures specification and not used in excess equipment is kept in good condition
- Housekeeping, keeping hair section tidy, and reflecting the brand principles.
- Be on time for shift and prompt with each appointment and be flexible with schedule to support the needs of the salon.
- Have complete knowledge and understanding of all services and products.
- Actively promote the brands product, services, promotions and/or discounts available in meeting maximum retail sales goals.
- Uphold the standards of sanitation and sterilization as per the salon's policies and procedures.
- Perform prep work and properly clean and restock work area as required.
- Communicate to management any and all occurrences involving staff or customers in the salon that require attention.
- Handle customer's questions and concerns professionally and courteously.
- Maintain a positive attitude and contribute toward a quality work environment.
- Maintain confidentiality and the highest degree of professional ethics at all times. Ensure you read the Operations Manual, have a thorough understanding of and adhere to salon rules and regulations, in particular all policies and procedures in relation to, behavior, hygiene, health and safety.
- Perform any other related duties as determined necessary by management.

## **PERSONAL CHARACTERISTICS**

- Efficient
- Courteous
- Outgoing & Energetic
- A goal oriented self-starter
- Passionate about hair and customer service.



### **QUALIFICATIONS/REQUIREMENTS**

- Ability to learn new skills and the ability to implement them. Respecting all colleagues and being attentive to tasks set and education given.
- Able to communicate with all types of customers, listening to their needs and informing the stylists of any relevant information.
- Available to work on various schedules including weekends and holidays.
- Physical mobility (able to stand on feet for a prolonged periods of time)
- General knowledge of how a salon runs and has the ability to learn and the potential to grow within the company.

### **COMPETENCY REQUIREMENTS**

- Drive for Results
- Customer Focus
- Teamwork
- Integrity & Trust
- Priority Setting & Time Management

Department Head: .....

Employee: .....