

JOB TITLE: HAIR SALON ASSISTANT/HAIR SALON APPRENTICE

Job summary:

The Hair Salon Assistant and Hair Salon Apprentice play a crucial role in supporting the salon's daily operations and ensuring an exceptional client experience. This role involves aiding hairstylists and other salon staff, maintaining cleanliness and organization, and contributing to the overall efficiency of the salon.

KEY RESPONSIBILITIES:

1. **Client Experience: "Unreasonable Hospitality"**
 - Greet clients warmly and assist with check-ins.
 - Be personable, make the client feel like they are at home and each client is to be treated like they are extra special.
 - Offer refreshments to clients and ensure their comfort while waiting.
 - Escort clients to stations and provide capes or robes as needed.
 - Assist clients with capes and robes during shampooing and color application.
2. **Shampooing and Conditioning:**
 - Shampoo and condition clients' hair according to stylist instructions.
 - Ensure a relaxing and enjoyable experience for clients during the shampoo process.
 - Assist in applying treatments, masks, or color to clients' hair.
3. **Salon Maintenance:**
 - Keep the salon clean and always organized, including sweeping and mopping floors, cleaning work areas, and sanitizing tools.
 - Restock towels, shampoos, conditioners, and salon supplies as needed.
 - Monitor and maintain the cleanliness of sinks, bathrooms, break room and shared areas.
4. **Laundry and Towel Management:**
 - Collect used towels and linens and ensure they are laundered and restocked promptly.
 - Fold and organize clean towels and linens for easy access.
5. **Assist Stylists:**
 - Assist hairstylists with tasks such as preparing foils and providing support during services.
 - Handle chemical products safely and dispose of waste materials properly.
 - If apprenticing, complete apprentice training program to graduate to Junior Stylist.

GENERAL SUPPORT:

1. **Cleaning and Sanitizing:** Continuously maintain a clean and organized work area, sanitizing tools, and equipment, as necessary.
2. **Client Communication:** Interact with clients in a friendly and professional manner, answering questions or providing information as needed.
3. **Product Knowledge:** Stay informed about the salon's product offerings and be prepared to answer client questions about products.
4. **Teamwork:** Collaborate closely with hairstylists and other salon staff to ensure a seamless client experience. Anticipate where you will be needed.

COMMITMENT TO SALON: Performance reviews include the following.

1. **Alignment to our vision**
2. **Alignment to our mission**
3. **Alignment to our values**

QUALIFICATIONS:

- High school diploma or equivalent.
- Current cosmetology license or permit.
- Previous experience in a salon or customer service role is a plus.
- Basic knowledge of hair care products and services.
- Excellent interpersonal and communication skills.
- Ability to work well in a fast-paced and team-oriented environment.
- Strong mindfulness and a commitment to cleanliness and hygiene.
- Physical stamina to stand for extended periods and perform tasks that may require bending or lifting.
- Dedication to salon mission and vision of our salon and thoroughly understands the concept of “unreasonable hospitality.”

ASSISTANT	APPRENTICE (TRAINING TO BE JR STYLIST)
SALON SUPPORT	SALON SUPPORT
SHAMPOOS	SHAMPOOS
CLEANS/LAUNDRY/SWEEPS	CLEANS/LAUNDRY/SWEEPS
INVENTORY	
CAPES, OFFERS HOSPITALITY	CAPES, OFFERS HOSPITALITY
APPLIES GLOSSES	APPLIES GLOSSES
	PREPS STYLIST STATIONS
	MIXES COLOR
	APPLIES SINGLE PROCESSES/COLOR BALANCES
	BLOW DRIES
CLEANS BATHROOMS/BREAKROOMS	
	OPEN/CLOSE/RUN THE DESK
ASSISTS TINA AND CLEANS PEDI BOWL	
	SOCIAL MEDIA CONTENT CAPTURE