

Beautician

DEPARTMENT: Beautician

FLSA STATUS: Non-exempt

SUPERVISOR: Executive Director

DATE: September 1, 2020

DUTIES AND RESPONSIBILITIES

Beauticians provide services that include the care of the hair, skin, and nails. A beautician's primary focus is on improving their client's outward appearance and helping them to feel better about themselves in general. Must set up, operate, and close the beauty shop. Perform wash and set, cut and style, and perms. Services provide to clients in a safe, secure and sanitary environment. Requires a high level of customer service showing respect, dignity and kindness towards clients. Must meet requirements imposed by the licensing authorities.

ESSENTIAL FUNCTIONS:

1. Communicates with clients in order to provide the requested services.
2. Maintain records information pertaining to changes in clients' functional status, personal needs, appointments, services provided, etc.
3. Keeps records of hair color and nail color used by each client at past visits.
4. Set appointments with clients
5. Discusses various hair styles, skin and nail care methods and options with clients.
6. Washes and conditions hair prior to cutting or styling.
7. Cuts and styles hair.
8. Color hair.
9. Applies chemical solutions in the form of permanents and relaxers to hair as part of the styling process.
10. Provides effective solutions for common issues concerning hair, scalp, nails, and skin.
11. Takes no payments from clients
12. Observes and communicates any changes in client physical or mental condition to the Executive Director of nursing staff.
13. Refers client medical questions to Executive Director or nursing staff.
14. Respond to client emergencies; provide first-aid assistance and arrange for appropriate medical attention/follow-up.
15. Maintain a clean, neat, comfortable, and safe environment for clients.
16. Practice safety in working around and with equipment, chemicals, tools, and utensils.
17. Keeps work areas completely clean and sanitized i.e. sanitize hair cutting tools, salon instruments and sweeping hair between clients and at the end of the day.
18. Maintain all chemicals in a locked cabinet in the beauty shop.
19. Account for all equipment use, especially potentially harmful times such as razors, scissors, nail files and tweezers
20. Keep beauty shop locked whenever Beautician is not present.
21. Maintain beauty shop equipment in good working order.
22. Establish routine shop hours that meet the needs of Facility's clients
23. Restocks shelves and supplies.
24. Identify supplies needed to perform tasks and report needs to Executive Director.
25. Provide Executive Director with weekly records of treatments and services provided for each client for billing purposes.
26. Responsible for keeping client information confidential; respecting client rights; respecting client privacy.
27. Perform related duties as assigned or as the situation dictates.

Risk Exposure Categories:

- 1=Tasks may involve exposure to blood/body fluids.
- 2=Tasks do not involve contact with blood/body fluids but could result in performing a Category 1 task.
- 3=Tasks do not involve any risk of exposure to blood/body fluids.

PHYSICAL REQUIREMENTS

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the Company may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

	Never 0 hours	Occasionally (1-33%) .1 – 2.6 Hours	Frequently (34-66%) 2.7 – 5.2 Hours	Continuously (67-100%) 5.3+ Hours
Standing/Walking:				X
Sitting:		X		
Lifting /Carrying 0-10 lbs.			X	
Lifting/Carrying 11-20 lbs.		X		
Lifting/Carrying 21-25 lbs.		X		
Lifting/Carrying 26-50 lbs.		X		
Lifting/Carrying 51-70+ lbs.		X		
Pushing/ Pulling 0-10 lbs.		X		
Pushing/Pulling 11-20 lbs.		X		
Pushing/Pulling 21-25 lbs.		X		
Pushing/Pulling 26-50 lbs.		X		
Pushing/Pulling 51-70+ lbs.		X		
Climbing/Balancing:	X			
Stooping:			X	
Squatting:			X	
Kneeling:		X		
Reaching:				X
Hearing/Listening: Must be able to hear well enough to communicate with co-workers and clients				X
Fingering/Grasping/Feeling: Dexterity necessary to handle and manipulate equipment and supplies.				X
Seeing: Must be able to read reports, instructions, and observe clients				X
Color Perception: (Red, Green, Amber)				X
Animals/Plants	X			

MENTAL/REASONING REQUIREMENTS

- Reading Simple Writing – Complex Analysis/Comprehension
- Reading-Complex Clerical Judgement/Decision Making
- Writing – Simple Basic Math Skills

EXPOSURES

- | | | | |
|--|--|---|---|
| <input checked="" type="checkbox"/> Airborne particles | <input type="checkbox"/> Explosives | <input type="checkbox"/> Muscular Strain | <input checked="" type="checkbox"/> Temperature |
| <input type="checkbox"/> Caustics | <input type="checkbox"/> Fumes | <input checked="" type="checkbox"/> Noise | <input type="checkbox"/> Toxicants |
| <input checked="" type="checkbox"/> Chemicals | <input type="checkbox"/> High places | <input checked="" type="checkbox"/> Odors | <input type="checkbox"/> Vibration |
| <input checked="" type="checkbox"/> Electrical Current | <input checked="" type="checkbox"/> Moving Parts | <input type="checkbox"/> Physical abuse | <input type="checkbox"/> Vision strain |
| | | <input checked="" type="checkbox"/> Slippery Floors | <input type="checkbox"/> Weather |

WORK AREA AND ENVIRONMENT

Beauty shop

QUALIFICATIONS

License/Registration: Must have current beautician's degree or active state cosmetology license

Education: High school diploma or GED.

Experience: 1 to 2 years' experience working as a Beautician

Standards: Functions in accordance with accepted practices set forth by facility policies and procedures. Must have a working knowledge of and practice sanitation standards for the beauty industry. Must be aware of the safety precautions needed due to the type of equipment used. Great verbal communication skills.

Job Knowledge: Ability to operate familiarity with OSHA-MSDS sheets and procedures, Fire and Safety

Other: A person should possess patience, empathy and relate well with our elderly clients.

BASIC REQUIREMENTS

1. Clients always come first, and their needs will be met unless there is a conflict with the needs of others or the organization as a whole.
2. Clients, client families, co-workers, and visitors will be treated with respect, dignity, and kindness.
3. Support the mission, vision, and values of the facility
4. Employee behavior will consistently be in a manner that demonstrates both employee's and the company's commitment to an ethical, honest, and above-board approach in all dealings with employees, customers, suppliers, and the community.
5. Report to work on time and for scheduled shifts as attendance is required to perform the duties and responsibilities of this position.

ACCEPTANCE STATEMENT

I have carefully read, understand, and accept the job description, including the qualifications and requirements of the position of **BEAUTICIAN**, and, if employed, I certify that I can and will perform the essential functions of the position.

I understand Universal Precautions Risk Classification Categories may apply to this position and I may be exposed to AIDS, HIV, and hepatitis B viruses.

This job description supersedes all prior written and unwritten policies, including any prior job descriptions. Nothing contained in this job description or in any other statement of Facility philosophy, including statements made in the course of performance evaluations and wage reviews, should be taken as constituting an expressed or implied promise of continuing employment.

This job description is not a contract, expressed or implied, guaranteeing employment for any specific duration. Although we hope that your employment relationship with us will be long term, you are free to terminate the employment relationship at any time for any lawful reason or no reason. The Facility reserves the same right. Please understand that no supervisor, Administrator, or representative of the Facility may enter into an oral employment contract. The President of the Facility, or his representative designated in writing, are the only Facility officials who have the authority to enter into any agreement with you for employment for any specified period of time.

Further, any employment agreement entered into by the President, or his designated representative will not be enforceable unless it is in writing.

Signature of Employee

Date

Signature of Witness

Date