The Arlington Resort Hotel & Spa

Job Description

# Job Title: Cosmetologist Department: Beauty Salon

**Reports To: Beauty Salon Manager**

**Approved By:**

# Approved Date: Classification: Non-Exempt

**Job Summary**

A Cosmetologist provides services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. They also apply makeup, dress wigs, perform hair removal, and provide nail and skin care services.

# Essential Duties and Responsibilities

» Shampoo, cut, trim and shape hair or hairpieces, based on client's instructions, using clippers, scissors, trimmers and razors.

* Analyze client's hair and other physical features to determine and recommend beauty treatment or suggest hair styles.
* Bleach, dye, or tint hair, using applicator or brush.
* Shape eyebrows and remove facial hair, using depilatory cream, tweezers, electrolysis or wax.
* Analyze and administer treatment for scalp conditions, know when to advise medical care.
* Ensure the highest level of cleanliness and sanitation according to government standards.
* Give facials and recommend and explain the use of cosmetics, lotions, and creams to enhance and restore natural appearance.
* Give pedicures and manicures.
* Keep up to date with the latest styles and techniques and apply that knowledge.
* Maintain records services provided on each client.
* Have knowledge of all hotel facilities, services, and hours of operation.
* Have knowledge of entertainment and special events scheduled in the hotel.
* Must be flexible to work any shift, including weekends and holidays.
* Adhere to hotel's dress code policy.
* Perform other related duties as assigned.

**Minimum Qualifications**

» Current Cosmetology license, and at least one year experience preferred.

* High school diploma or GED.

+ Friendly, competent, and positive demeanor.

* Excellent communication and listening skills.
* Ability to give full attention to clients.
* Ability to work with a wide range of personalities and temperaments.
* Ability to manage time.
* Ability to envision the end result and the use of good judgment.

Physical Requirements

* Ability to stand for entire shift.
* Manual and finger dexterity
* Ability to keep arm and hand steady.
* Ability to see details at close range.
* Ability to match or detect differences between colors.

# Employee Acknowledgement and Agreement of Job Description

**Employee Printed Name**

Employee Signature

**Supervisor Signature**

Date Date