SALON ASSISTANT

Job Description:

A **Salon Assistant** works under a hair stylist and perform various salon services. These can include working reception and greeting clients, shampooing clients for stylists, sweeping hair in the salon, and answering phones to take client appointments. Stocking supplies, doing laundry, and other cleaning duties may apply depending on the salon. They may also be responsible for ensuring product inventory is sufficient, ordering new products, stocking products on display shelves, and even doing some marketing for the salon.

Job Responsibilities:

* Perform duties to assist salon assistants and cosmetologists.
* Uses the correct shampoo and conditioner for that client’s hair type
* Shampoo and condition guest’s hair for stylist
* Ensure hair washing sinks are functioning and have both hot and cold water
* Be sure hair washing stations are stocked appropriately
* Keep shampoo area clean and organized
* Maintain salon appearance and cleanliness
* Sweep around stylists' chairs after hair cuts
* Wash linens, towels, and other laundry
* Greet guests as they walk in and leave out
* Tell the appropriate stylist their guest has arrived
* Inform guests when it is time to go back and get a shampoo, smock, etc
* Promote and sell services and products, including recommending and selling additional services and/or retail products which will enhance and improve the guests’ image and/or contribute to the guest's satisfaction with services performed
* Report all equipment problems and maintenance issues, known safety hazards, or unsafe practices and procedures to supervisor immediately
* Sweep, sanitize and disinfect the salon premises on a daily basis.

Job Qualifications:

* High School diploma or GED required
* Associates in cosmetology or diploma from a cosmetology institute preferred required
* Experience as a salon assistant

Opportunities as a salon assistant are available for applicants without experience in which more than one salon assistant is needed in an area such that an experienced salon assistant will be present to mentor.

Job Skills Required:

* Passionate about hair
* Working knowledge of hair
* Familiarity with industry’s rules and regulations
* Excellent customer service skills
* Good communication skills
* Team Player
* Excellent customer service skills
* Ability to not take customer issues personally
* Good listening skills
* Physical endurance to stand on feet for entire shift
* Cultural competence and ethnic sensitivity
* Willingness to continue building skills through education opportunities
* Ability to kneel, crouch, squat, climb, stand, sit, balance, reach, bend, push, pull and walk for prolonged periods
* Ability to perform repetitive tasks with accuracy
* Ability to lift, carry, pull and push up to 25 lbs intermittently throughout a shift
* Ability to read, write and communicate effectively in English, both written and verbal
* May be exposed to mechanical, electrical, chemical and fume hazards