

Job Description

Job Title:

Cosmetologist

Reports To:

Director of Wellness and Beauty Salon Manager

FLSA Classification:

Non-Exempt.

Creation/Last Revised:

9/2020



Job Summary:

Provides hair care services for sisters in residence at St. Rose Convent, and non-resident Franciscan Sisters as appointment time is available.

Job Type: Full-time or part-time

Education & Experience:

- Licensed by the State of Wisconsin Barbering and Cosmetology Examining Board with a current Manager's license.

License requirements:

- Must maintain a valid driver's license

Essential Duties:

- Provides appropriate hair care services for all Sisters such as: trims, cuts, shampoos and styles, perms and color treatments as requested. Provides scalp and other treatments when necessary.
- Records services through appointment log and maintains records for services provided.
- Schedules hair care appointments.
- Maintains a safe and sanitary work area. Sanitizes equipment. Reports equipment repair and/or replacement to the Beauty Salon Manager.
- Strives to meet the needs of each individual.
- Respects the privacy of others; maintains confidentiality.

- Communicates with Sisters and other personnel in a professional manner and demonstrates patience and concern.

****Other Duties as Assigned****

Knowledge, Skills, and Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to organize an occasional heavy workload.
- **Basic computer skills desirable.**

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of a cosmetologist, the employee is regularly required to stand; use hands to finger, handle or feel; reach with hands and arms and talk and hear. The employee is occasionally required to walk, sit, balance, stoop and smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of a cosmetologist, the employee is regularly exposed to wet and/or humid conditions. The employee is frequently exposed to moving mechanical parts, fumes or airborne particles and chemicals in hair care products. The employee is occasionally exposed to risk of electrical shock.

The noise level is usually moderate.

Prerequisite: Physical exam, Tuberculosis screening test, drug screen, background check

Disclaimer clause

The above statements are intended to describe the general nature and level of work required of the job. They are not meant to be an exhaustive list of all responsibilities, duties and skills required. FSPA reserves the right to change job responsibilities, duties and hours as needed.

I have read and understand the job description. I agree to accept the responsibilities and duties as outlined.

Signature

Date