



Job Title: *Esthetician*

Employee status: *Full-time, Part-Time*

Reports to: *Owner*

Summary: Our brow and body waxing Esthetician is responsible for performing salon services including brow, facial and full-body waxing in a timely manner. The Esthetician is also responsible for maintaining State Board compliant areas and for maintaining accurate and complete records of all kinds. Providing excellent customer service, achieving all service and product goals and following all of the Brow Betty retailer guidelines is also expected.

Key Areas of Standards of Performance

Sales and Service Goals:

- Service walk-in and appointment customers in a timely and efficient manner.
- Service all customers with a sense of urgency, remembering that we are never "booked"
- Perform salon services, including but not limited to brow, facial and full body waxing, tweezing, trimming and tinting. Up-sell additional products when appropriate.
- Maintain a cheerful, upbeat, energetic, enthusiastic, attitude so that atmosphere is playful and exciting yet professional.
- Provide EXCELLENT customer service at all times.

Service Supplies and Stations:

- Maintain a sanitary and organized waxing station that are state board compliant at all times.
- Notify owners of any supplies needed in a timely manner, well before an outage occurs.
- Follow all morning/evening opening and closing procedures, turning off workstations, straightening up work area...etc

Teamwork:

- Cooperate with and assist co-workers
- Maintain a professional attitude and atmosphere at all times
- Work closely with other estheticians and team to ensure excellent customer service, and that service and sales goals are achieved.

Administration:

- Neatly prepare sales receipts for service and sales for front desk to record by end of shift.
- Accurately follow all timekeeping procedures.
- Neatly and accurately prepare and turn in any tip reporting documents to owner prior to pay period deadline.
- Notify owners about any absences according to company policy.

Miscellaneous:

- Follow all Brow Betty rules and regulations.
- Follow Brow Betty dress code.
- Maintain a very high quality of personal hygiene.
- Attend all mandatory Brow Betty meetings and trainings.

Implements:

- Brow Betty will issue tweezers and facial scissors upon hiring. Employees are responsible for the care, sanitation and maintenance of these utensils.
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- Employee is responsible for bringing these implements to work each day.
- Employee may turn one set of utensils in for sharpening at a time, allowing several weeks turnaround time. If employee comes to work without utensils, employee is responsible for purchasing their own for that day.

Certificates, Licenses and Registrations:

- In Oregon, every holder of a certificate, registration, license, permit or certificate of ID shall display the document in public view where services are being rendered.
- Original license must be displayed at the location of where the employee is working every day.
- Employee is responsible for renewing their license in a timely manner, sending in the appropriate paperwork no less than 90 days before expiration.

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the basic functions of this job.
- This job requires the employees to stand most of the day and to make several trips to the wash basin.
- The employees is required to touch the clients on the face and eyes.
- The job requires lifting up to 50 lbs.

How to apply:

Send or email your resume', cover letter and/or any other relevant materials to:

jackiemans@browbetty.com

Due to the high volume of our salons **NO PHONE CALL PLEASE!**

