

Job Description

Job Title:	Junior Stylist/Salon Assistant (part-time)
Salary:	Depending on experience and qualifications
Hours:	25.5 hours worked per week with a 30 minute unpaid lunch break per day. Hours to be worked: Tuesday – 9 a.m. to 5 p.m. Thursday – 12 p.m. to 8 p.m. Friday – 9 a.m. to 1 p.m. Saturday – 9 a.m. to 4 p.m. We are open to discussions about working hours.
Location:	Evergreen Hair and Beauty, Unit 3 Church Way, Botley, Oxon, OX2 9SX
Responsible to:	The Partners, Evergreen Hair and Beauty

Job Summary

To assist the Partners in a variety of hair styling services and general salon duties to provide a great customer experience and overall customer satisfaction.

This is a new role due to growth and expansion of the salon. You will have the opportunity to get involved with the Partners plans for business development gaining valuable experience to your already existing skills.

Job Responsibilities

Junior Stylist

1. Making sure clients are greeted on arrival and offering refreshments
2. Advising/providing clients with suitable hair services including cutting, styling, colouring and treatments, listening to clients' needs and expectations and making recommendations.
3. Wash, shampoo and condition Client's hair giving a good client experience.
4. Used to working with a variety of equipment such as hair straighteners and clippers.
5. Able to mix colours for hair colouring and follow the appropriate chemical guidelines.
6. Have an understanding and ability to work and follow health and safety guidelines across all duties.

Salon Assistant

1. Ensure all workstations and the salon facilities are kept clean and tidy as part of the team's commitment to working together. This will include collecting hair and cleaning duties such as hair equipment, towels, staffroom and toilet.
2. Ensure stock is kept tidy and alert the Partners to any stock shortages.
3. General reception duties, answering the phone, making bookings, greeting walk in customers, and collecting payments.
4. Ability to handle difficult calls cancelling customer bookings with confidence.

This job description outlines the main duties of the role but may be varied on a day to day basis.

Person Specification

Essential skills

- Hairdressing NVQ Level 2
- Salon experience (either through course work or previous job role)
- Good communication skills, friendly and professional attitude towards customers
- Willing to work as part of a team to support the overall salon business
- Ability to work in a fast paced environment and managing your own personal time.
- Attention to detail.

Desirable skills

- Hairdressing NVQ Level 3
- Wella product knowledge

April 2024