Gonzales Healthcare Systems - Job Description

Job Title: Cosmetologist	Department: Rejuvenate
Employee Reports To: THRIVE Director	**Employee Supervises: N/A**
Exempt/Non-exempt Status: Non-Exempt	**Employment Status: Full Time / Part Time**
Employee Signature: **Date:**	**Approval:** **Date:**

Position Summary

A cosmetologist serves customers by providing various beauty services, such as hair styling, waxing manicures, pedicures, scalp and facial treatments, or make-up application. Maintains supplies by checking stock; anticipating needs; placing orders; verifying receipt. Prepares hair for styling by analyzing hair condition; shampooing and treating hair. Plans desired effect by studying facial features; examining potential styles; conferring with customer; making recommendation. Produces desired effect by arranging, shaping, curling, cutting, trimming, setting, bleaching, dyeing, and tinting hair. Must adhere to possess knowledge of cleanliness and sanitation requirements from the state as well as OSHA. Employee must possess superior communication skills and be able to learn the product and service knowledge necessary to effectively provide wellness and beauty solutions to meet the needs of our clients.

Cosmetologist must maintain a current State License and maintain the states required continuing education laws.

Cosmetologist will provide Rejuvenate with Administrative support which is not limited too but, includes Clerical support of the day to day operations i.e. - registration of new members and point of sale. Also, maintains current client accounts including proper billing and collections of services records. Schedules appointments for service providers. Answers and transfers calls. Assists with retention of clients and customers. Assists with the planning and execution of special events. Written and computer skills with the ability to communicate effectively is a must. Provides Rejuvenate customers with available community education of all services offered.

Responsible for correspondence and effective communication within Rejuvenate as well as with other departments. This position involves a mastery of sales and service skills. Employee is required to assume responsibility without constant direct supervision. Employee must also have the ability to comprehend and follow routine written or verbal instruction or directions.

Assists with regular housekeeping and maintenance on all equipment and exercise areas and a variety of other duties needed. Position may require night and weekend hours, as well as, cross training in other departments, and all other duties requested by Supervisor or Administration.

Is responsible for working and providing support for both Rejuvenate Manager &THRIVE Director

OSHA Bloodborne Pathogens III.

Position Qualification

Education & Licensure	High School diploma or equivalent preferred Current TDLR Cosmetology License CPR Certification
Experience	Advanced Computer Skills and experience required. Ability to work independent required Experience with working in the public required.

Physical Requirements	Intermittent sitting, prolonged periods of standing and walking. Frequent bending, stooping, and reaching. Must be able to perform proper physical demonstrations with weights and equipment for clients. Average lifting of 25# from the floor to waist, 50# surface to surface, 15# overhead. Carrying of 40# up to 80 feet and pushing and pulling with 50# force while moving equipment. Perform all physical aspects of the position, including frequently moving around, bending, reaching, and lifting up to 50 pounds at a time. Ability to recognize and react calmly and effectively in hazardous/ dangerous unsafe situations.
Technology Requirements	
GHS Information Systems	Software: **Office 365** **Chrome** **Websites:** **Brightly** **Health.edu** **G-Drive** **UKG** **GHS Thrive Healthplex Controller** **Club Automation**
Access Control	
Physical Access	**AC-EVERYONE** **AC-THRIVE**

Section 1. Core Behaviors – All Staff	
	Organizational Commitment
1	Demonstrates a professional demeanor
2	Is committed to GHS's Mission, Vision, Values
3	Complies with Gonzales Healthcare Systems and departmental Policies
4	Demonstrates commitment to enhancing how GHS is viewed by others
5	Adheres to Attendance & Punctuality Policy
B	**Customer Orientation**
1	Advocate of the diverse needs & cultural values of ALL
2	Provides attentive service to ALL
3	Demonstrates respect, sensitivity & care in ALL
4	Protects confidentiality and privacy of ALL
5	Adheres to current GHS's Customer Service Standards
C	**Performance Focus & Self Management**
1	Organizes & prioritizes work duties
2	Works toward the continuing growth/development of staff
3	Sets & tries to surpass personal & work goals
4	Is aware of one's impact on others
5	Is flexible & adapts positively to new, different or changing situations
6	Asks questions, is informed & acts according to GHS's standards
7	Incorporates the PI plan principles into daily activities
8	Adheres to laws and regulations applicable to job function
D	**Team Orientation**
1	Acts to work cooperatively with & helps other team members
2	Participates in projects & is a good team player
3	Recognizes and acknowledges others for a job well done
4	Considers coworkers views & recommendations

5	Extends team work behaviors to ALL
E.	**Interpersonal Communications**
1	Effectively communicates with others in an effort to create mutual understanding
2	Works to find resolutions to problems
3	Encourages two way communications
4	Maintains focus on issues rather than personalities

Section 2. Department Specific Duties and Responsibilities	
A	**Essential Duties & Responsibilities**
1	Provied various beauty services, such as hair styling, waxing manicures, pedicures, scalp and facial treatments, or make-up application
2	Maintains supplies by checking stock; anticipating needs; placing orders; verifying receipt
3	Prepares hair for styling by analyzing hair condition; shampooing and treating hair. Plans desired effect by studying facial features; examining potential styles; conferring with customer; making recommendation
4	Produces desired effect by arranging, shaping, curling, cutting, trimming, setting, bleaching, dyeing, and tinting hair.
5	Must adhere to possess knowledge of cleanliness and sanitation requirements from the state as well as OSHA.
6	Employee must possess superior communication skills and be able to learn the product and service knowledge necessary to effectively provide wellness and beauty solutions to meet the needs of our clients.
7	**Cosmetologist must maintain a current State License and maintain the states required continuing education laws.**
8	Cosmetologist will provide Rejuvenate with Administrative support which is not limited too but, includes Clerical support of the day to day operations i.e. - registration of new members and point of sale.
9	Maintain current client accounts including proper billing and collections of services records
10	Schedules appointments for service providers. Answers and transfers calls. Assists with retention of clients and customers.
11	Assists with the planning and execution of special events
12	Provides Rejuvenate customers with available community education of all services offered.
13	Responsible for correspondence and effective communication within Rejuvenate as well as with other departments.
14	Employee must also have the ability to comprehend and follow routine written or verbal instruction or directions.
15	This position involves a mastery of sales and service skills
16	Employee is required to assume responsibility without constant direct supervision
17	Is responsible for working and providing support for both Rejuvenate Manager &THRIVE Director
18	Assists with regular housekeeping and maintenance on all equipment and exercise areas and a variety of other duties needed. Position may require night and weekend hours, as well as, cross training in other departments, and all other duties requested by Supervisor or Administration.
B	**Infection Control Duties and Responsibilities**
1	Follows Infection Control guidelines and policies for Gonzales Healthcare Systems.
C	**Safety Duties and Responsibilities**
1	Follows Safety guidelines and polices for Gonzales Healthcare Systems.