

Schedule A

Job Description



Master Aesthetician

Title: Master Aesthetician (Experienced)

Report to: Spa Director

Essential Skills required:

- Must be a licensed Master Esthetician.
- Must have minimum 2 years professional experience.
- Advanced knowledge and experience with skin, waxing, and pedicures.
- Knowledge of special skin conditions such as rosacea and acne.
- Must be capable of upholding strict hygiene standards consistently and be customer oriented with the ability to communicate effectively with clients, co-workers, and management.
- Must be energetic, enthusiastic, co-operative, and have a friendly disposition at all times while at The Kura Door.
- Must be a team player and willing to assist co-workers and management.
- Must be punctual and reliable.
- Must be willing to attend all mandatory trainings to further spa/esthetics skills.
- Must have the ability to maintain grace under pressure.
- Attention to detail.
- Ensure a consistent, warm, welcoming atmosphere at all times for The Kura Door's clients by maintaining a friendly professional manner.

Main Responsibilities

- 1) **Quality:** Comply with the Technical Protocol procedures to deliver the highest quality aesthetic services consistently to The Kura Door clients in a safe, hygienic professional pleasant manner.
- 2) **Uniform:** Excellent appearance and uniform in line with established standards.
- 3) **Treatment Rooms:** All treatment rooms must be left spotlessly clean after each service. Maintain a clean; neat and orderly work area at all times. Sanitize all working areas, equipment and instruments after completing every treatment. Also remove soiled linen, replacing it immediately with a fresh set up. Proper wipe down and placement of all professional products used during the spa treatment is required after every service. **Remove any wax or debris dropped on the floor or counter etc, during waxing.**
- 4) **Retail:** All members of staff are expected to recommend the appropriate home care products.
- 5) **Technical knowledge:** All Aestheticians are required to attend all mandatory meetings and trainings.
- 6) **Client Cards** (Hard and Soft copy): **As an Aesthetician, you are responsible for maintaining all technical records related to your service provided to the client and these must be up to date at all times. Health history forms must be filled out after every treatment and filed daily after every client.** Aromatherapy treatments should also be recorded on the clients' Health History Forms / record card. Prior to giving a treatment, **all Aestheticians must review Health History Forms ensuring no contra-indications.**

- 7) **Records:** All records, client names, e-mail addresses and telephone numbers, and client information, etc, are the property of **The Kura Door** and must be treated at all times with the greatest of care and confidentiality.
- 8) **Assisting:** Aestheticians are expected, when not with a client, to help around **The Kura Door**, assist with spa checks, fold laundry, cleaning the kitchen and any other tasks appointed from Directors.
- 9) **Inventory and Operations:** Inform the Director of Services when inventory is low and ready for replacement and if any equipment requires servicing or of any operational needs.
- 10) **Appointments:** Check appointments with the Front Desk, especially if leaving the spa, to ensure that a treatment has not been booked between scheduled appointments. Also inform the Front Desk of your whereabouts at all times so they are able to contact you should you be needed to perform an additional treatment for a client.
- 11) **Team Participation:** As a team member you are expected to arrive at work well rested and alert and be punctual at all times. You are also expected to start and end treatments on time. You must check your mailbox daily.

I have read and accept the responsibilities of my job description and I am committed to upholding the standards of quality and care of **The Kura Door** as described above:

Print Name: _____

Signed: _____

Date: _____

Director: _____