



JOB TITLE: COSMETOLOGY ASSISTANT

Classification: Classified
Salary Range: 21

Retirement Type: PERS*
Revised/Board Approved: May 18, 2015

BASIC FUNCTION:

Under the direction of an assigned Dean or supervisor, perform manual and clerical duties related to the maintenance and operation of a cosmetology stock room; perform clerical and receptionist duties.

REPRESENTATIVE DUTIES:

Issue supplies such as dyes, lotions, rinses, shampoos, polishes and astringents to teachers and students.

Prepare stock solutions such as permanent wave lotions, neutralizers, shampoos and rinses.

Prepare materials and supplies as requested to support instructors and classroom activities.

Sterilize and clean equipment.

Maintain perpetual inventory of stock and order new materials and solutions.

Schedule appointments; maintain patron appointment records, collect and track service fee.

Receive visitors and answer telephone; perform receptionist duties, conduct front desk tasks as directed and contact prospective students regarding cosmetology program waiting list.

Assign students' lockers, equipment tags and supplies for each class; maintain time records for students. Assist in attendance tracking, and generate related reports.

Prepare State Board of Cosmetology forms and attendance records.

Perform related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Certificate in Cosmetology and one (1) year experience related to Cosmetology.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Cosmetology materials such as dyes, rinses, bleaches and astringents.

Operation of a stock room.

Inventory practices.

Record-keeping techniques.

Telephone techniques and etiquette.

Interpersonal skills using tact, patience and courtesy.

Abilities/Skills:

Organize and maintain a stock room.

Prepare lotions, astringents, shampoos and dyes according to formulas.

Maintain accurate records of supplies and equipment.

Establish and maintain cooperative and effective working relationships with others.

Utilize current software applications, enter data and generate reports.

Lift and move supplies and equipment.

Licenses or Other Requirements:

May require a valid driver license.

WORKING CONDITIONS:

Long periods of standing and sitting.

Lift to carry up to 25 lbs.

Hear and speak to exchange information on the telephone or in person.

Dexterity of hands and fingers to operate office equipment.

Subject to constant interruptions.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.