



Spa Esthetician Job Description

Employment Status: Full Time/Part Time

Reports to: Spa Manager and General Manager

Job Description and Summary: Our Spa Estheticians are responsible for providing services related to the skin appearance such as facial and body skin care to our clients. Other treatments applied by our Spa Estheticians are facial massages, makeup, body massages, pedicures/manicures, and waxing procedures. You may be required to check in clients as they arrive and to also schedule new appointments. Our Spa Estheticians may also be required to answer the telephone and must have the knowledge to answer any questions clients or potential clients might have. Our Spa Estheticians must have product knowledge and be able to assist clients in advising which type(s) of product to purchase. They will also be in charge of general maintenance and cleaning of the Spa rooms and all staff only areas. Duties of our Spa Esthetician include:

Key Responsibilities (in no particular order):

- Perform all Spa services reflective of Aveda protocols.
- Assess each client's skin condition, appearance and other characteristics then advise clients about skin care in general and how to care for problem areas in particular.
- Provide facial and other skin treatments using Aveda products and techniques.
- Advise clients and sell skin care products.
- Advise clients about our Aveda make-up line and teach clients how to apply make-up.
- Provide pedicures and manicures.
- Remove body and facial hair.
- Tint eyelashes and eyebrows.
- Perform relaxation massages including hot stone massages as well as body treatments.
- Setup and takedown of esthetics rooms after performing services.
- Fill up hot caddy for the day upon spa opening and in between appointments when necessary.
- Maintain current product knowledge of all products that we sell
- Collect laundry from housekeeping, fold and put away when time permits.
- Familiarize with all aspects of Spa biz computer software.
- Schedule, cancel and adjust client appointments,
- Answering telephones when needed (It's a great day at Nu Spa, this is (your name), and how may I help you? At the end of the call please close with (Thank you for calling Nu Spa.)
- Checking in and out clients and if necessary rebook appointments. (Always ask if they want to pre-book and mention next month special.)
- Push and up-sell product to clients. Inform them of the monthly special and ask if they would like to purchase monthly special.
- Perform general housekeeping duties in the spa
- Perform support duties for other staff

I have read and understood the job description as stated above and accept that any of the tasks may be modified or changed. I accept responsibility for knowing the modifications and/or changes in this job description. I can perform the essential functions of this job as listed above, with or without reasonable accommodation. Failure to do these tasks in a timely or unsafe manner can and will result in a verbal or written reprimand or in certain cases be cause for the immediate termination of employment with Nu-Spa.

Employee Signature

Date

Spa Manager Signature

Date