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| **JOB DESCRIPTION** | | | | | | |
| **DATE:** | | | | | | |
| COMPANY: |  | | JOB TITLE: | | HAIRDRESSER | |
| DEPARTMENT: |  | | CURRENT INCUMBENT: | |  | |
| DIRECT SUBORDINATES: |  | | INDIRECT SUBORDINATES: | |  | |
| BRIEF DESCRIPTION: | | The post of a hairdresser consists of providing beauty services, such as shampooing, cutting, colouring, and styling hair, and massaging and treating scalp. | | | | |
| QUALIFICATIONS & REQUIREMENTS: | | * Training in vocational schools or a college degree; * Ability to give full attention to what other people are saying, to actively look for ways to help people, and to adjust actions *in re*lation to others’ actions. | | | | |
| COMPETENCIES: | | * Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude. * Attention to Detail — Job requires being careful about detail and thorough in completing work tasks. * Integrity — Job requires being honest and ethical. * Self Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behaviour, even in very difficult situations. * Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations. | | | | |
| TASKS: | | * Analyse clients' hair and other physical features to determine and suggest hairstyles; * Bleach, dye, or tint hair, using applicator or brush; * Cut, trim and shape hair or hairpieces, based on customers' instructions, hair type and facial features, using clippers, scissors, trimmers and razors; * Demonstrate and sell hair care products; * Develop new styles and techniques; * Keep work stations clean and sanitise tools such as scissors and combs; * Operate cash registers to receive payments from patrons; * Schedule client appointments; * Shampoo, rinse, condition and dry hair and scalp or hairpieces with water, liquid soap, or other solutions; * Update and maintain customer information records, such as beauty services provided. | | | | |
| LINES OF COMMUNICATION: | | SPECIFY | | | | |
| WORKING CONDITIONS: | | Indicate whether the position is half time or full time. List any unique working conditions such as hours  etc. | | | | |
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| SIGNATORIES: | | | | | |  |
|  | NAME: | | | DATE: | | SIGNATURE: |
| INCUMBENT: |  | | |  | |  |
| LINE MANAGER: |  | | |  | |  |
| HR MANAGER: |  | | |  | |  |