

## HAMILTON ISLAND POSITION DESCRIPTION

### POSITION DETAILS

<b>POSITION TITLE:</b>	Beauty Therapist	<b>LOCATION:</b>	Hamilton Island
<b>DIVISION:</b>	Spa	<b>DIRECT REPORTS:</b>	Nil
<b>REPORTS TO:</b>	Salon and Beauty Manager	<b>INDIRECT REPORTS:</b>	Nil
<b>DATE PREPARED:</b>	January 2012		

### JOB PURPOSE

To provide all treatments on the beauty menu of services with a high standard of excellence and attention to guest satisfaction. Perform all the duties entailed in the daily operations of Island Hair and Beauty in an efficient manner by supporting other team members with a positive attitude and a strong work ethic

### JOB RESPONSIBILITIES (NOT LIMITED TO)

- Provide all treatments as required on the menu of services
- Greet customers in a prompt and friendly tone and assist with their inquiries, and convert to bookings
- Have a strong and thorough knowledge of all products used, treatments and services offered as required to provide these services in the role of Beauty Therapist
- Meet the weekly and monthly retail targets set down in the centre budget and as directed by the Salon and Beauty Manager
- Perform each treatment as per treatment booking and with particular attention to managing control of product to avoid any waste
- Clean treatment room before and after each guest to ensure that the treatment room is to standard and ready for the next treatment
- Ensure sufficient stocks of appropriate linen, robes, and slippers are available at all times, and arrange laundering as required
- Assist in the preparation of shower, treatment room, ensuring ingredients are ready for use as required
- Keep all internal and external areas of Island Hair and Beauty clean, tidy and hygienic, ensuring that an adequate level of cleaning materials and products are available
- Be available to participate in any additional training in treatments and retailing to continually improve own performance
- Keep abreast of the beauty industry both in the domestic market and the international market to aid in personal and professional development of self to enhance performance
- Process payment through the approved POS system as required at the published rates
- Provide in room consultation and services for wedding groups as required

### EXPERIENCE & QUALIFICATIONS

- Diploma of Beauty Therapy, or equivalent (Essential)
- Thorough knowledge and experience of makeup applications, beauty treatments and products (Essential)
- Application of acrylic and/or gel nails (Essential)

### PERSON SPECIFICATION/SKILLS

- Excellent personal presentation
- Excellent communication and interpersonal skills
- Friendly and enthusiastic attitude
- Reliable and flexible attitude

### KEY WORKING RELATIONSHIPS

- Spa Department
- Guests of Hamilton Island
- Guest Services Departments
- HIE Executive Team and Stakeholders