At Trini, we strongly believe in developing our family members so that you, as well as our business, can prosper in a teamwork environment where all members are accountable, sharp, and most of all, appreciated. Welcome to the family!

DUTIES AND TASKS

As the gatekeeper to management at Trini, you are the eyes and ears of salon operations. Your job requires that you support decisions made by management and help enforce them.

Tasks Through Shift

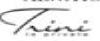
Throughout your shift, you must keep up with the following tasks in order to do a great job.

Carry the phone on you at all times: 0 If the phone is out of service, call Primecast immediately at 1-866-671-1117 Check restrooms (C) Toilet paper Hand towels. ✓ The same Oversee that all salon areas are kept neat 0 Log late employees (C) Delegate shelf stocking to available operator O. Keep retail shelves dusted CO. Complete all daily calls 0 Confirmation New Client Call Back Call NO SHOWS from the past few days O. Periodic floor walk 0 Delegate dishes and laundry to operators 400 Prepare Black Folders 100 Enter new client information in computer 0 Restock FD materials O Marketing material. Printer paper and ink

1 ALWAYS say please and thank you when interacting with an operator.

Receipt machine paper and ink

✓ CC machine Paper



Salon Front Desk Training Manual

United States. Domestic and International Business Administration

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Franchise Opportunities Handbook ,1991-06 Milady's Salon Receptionist's Handbook Judy Ventura,1993 This one of a kind training manual will show students and professionals how to efficiently serve clients staff and management A must have resource this manual covers everything a professional receptionist needs to know to succeed in a career from procedures to techniques Just some of what you will learn includes How to function as a more professional level and achieve a more satisfying position How to run an appointment desk greet clients sell retail products and bookkeeping How to establish positive relationships with management and staff ALSO AVAILABLE AUDIOTAPE ISBN 1 56253 307 X

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those whose job it is to care for them prison officers education probation and healthcare staff chaplains and counsellors In a book that is deliberately accessible to the general reader as well as to the prison professional she vividly recreates the realities of prison life for a woman at the end of the twentieth century as conditions worsen with overcrowding staff shortages and expenditure cuts Some of Devlin s findings will shock as well as inform she describes the over use of medication as a means of control the violence resulting from drug misuse the plight of ethnic minority and foreign national women and the self mutilation and suicide attempts of women in desperate need of help Catalogue of Title-entries of Books and Other Articles Entered in the Office of the Librarian of Congress, at Washington, Under the Copyright Law ... Wherein the Copyright Has Been Completed by the Deposit of Two Copies in the Office Library of Congress. Copyright Office, 1950

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