



## Beautician + Nail Provider (Manicure & Pedicure)

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**Place of work:** Atlético Punta Cana Beauty & Spa / Bávaro, Dominican Republic

**Job Overview:** Primary responsibility is to provide professional skin care treatments, including waxing, professional nail treatments including pampering and therapeutic manicure and pedicure using the standards established by Atlético Punta Cana Beauty & Spa. Furthermore recommend a maintenance program and products to be used at home, to give guests instructions on how to use the products to help them obtain and maintain healthy, beautiful skin and nails on both - hands and feet.

**Reports to:** Spa Supervisor, Management

### Guest Relationships:

Internal: Spa, Salon, Fitness Center, Reception, Management, Housekeeping and Maintenance.

External: Guests, visitors, members, service company personnel and vendors

**Standard Specifications:** Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

### Qualifications:

Essential:

- Certification and licensing in esthetics and as nail technician.
- Good English communication skills required
- Ability to provide legible communication
- Practical experience
- Knowledge of physiology

Desirable:

- Experience in a Spa
- Basic massage experience
- Interest and willingness to do massages after internal course

Foreign Applicants:

- Basic Spanish knowledge
- Interest and willingness to learn Spanish

**Skills:**

## Essential:

- Ability to assess guests' physical needs
- Knowledge of proper treatment methods to insure that no harm comes to guest
- Know the dangers and limitations of the chemicals being used
- Ability to perform job functions with minimal supervision
- Ability to focus attention on guests' needs remaining calm and courteous
- Ability to think clearly, quickly, maintain concentration and make concise decisions
- Ability to prioritize, organize and follow up
- Ability to focus attention on details
- Ability to maintain confidentiality of all guest information and pertinent Beauty & Spa data
- Ability to work cohesively with all Beauty & Spa areas as well as the Fitness areas and co-workers as part of a team
- Flexibility in schedule
- Salesmanship

**Essential Job Functions:**

- Maintain complete knowledge of:
  - Hours of operation and activities
  - Spa and salon services and products
  - Beauty & Spa programs
- Maintain complete knowledge of, and comply with, Beauty & Spa and departmental policies and procedures
- Greet each guest warmly and provide a courteous good-bye
- Notify management of all maintenance needs
- Handle guest complaints by following Atlético Punta Cana procedures and insuring guest satisfaction
- Maintain cleanliness of Treatment room, Prep room and Spa in general
- Perform daily routine set up and break down of treatment rooms
- Set up treatment rooms, at the beginning of each shift, with all necessary supplies and equipment
- Responsible for sanitation procedures of all tools used after each guest
- Assist in the locker and/or waiting area and laundry room as needed
- Dispose of dirty linens to the proper area
- Perform tasks deemed necessary by supervisor and/or management
- Provide neat, legible treatment records (payroll records) to the Lead Therapist as required by Atlético Punta Cana Beauty & Spa policy
- Attend all required meetings and training sessions

**Note:**

A review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and requirements are essential job functions.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties assigned by their supervisor.