

## JOB DESCRIPTION

### Appendix 1.3 DSL JD

#### General Information

<b>Job Title</b>	Beauty Therapist	<b>Reporting To</b>	Operations Manager
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#### General Purpose

To meet and greet the clients, providing a range of high quality beauty treatments. Training to be provided on the new machine 3D-Lipo which will form a majority of the work time.

#### Key Deliverables

- Ensure that the guests receive an efficient, friendly and personalised service
- Interact well with members and the public promoting the service
- To carry out the treatments to a high professional standard
- To ensure that the working environment is kept to the utmost cleanliness
- To be flexible with working hours, including weekends
- To maintain a good understanding and keep up to date with product and retail knowledge
- To be well groomed in appearance
- To have a good understanding of other services that Vivacity offer
- To meet and greet clients in a professional manner
- Be available for ongoing training and launches of new treatments
- To be punctual at all times
- To notify the manager of any low merchandise stocks or other stocks required
- To deal with all clients enquiries as appropriate
- Be fully conversant with and able to sell and promote all services and facilities available to the client
- Have a general awareness of health and safety in relation to all tasks and activities undertaken in Vivacity
- Carrying out routine sales tasks such as handling payments and wrapping purchases
- Displaying and restocking products
- Making notes of regular customers in order to provide a personalised service
- Promoting specific products
- Demonstrating products to customers
- Recommending products suitable for the customer
- To report any discrepancies or concerns to the line manager

#### Flexibility Clause:

- This is a description of the job as it is constituted at the date shown. It is the practice of this organisation to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

#### Variation Clause:

- In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible Vivacity reserves the right to make changes to your job description following consultation.

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### Requirements - Experience

- Minimum of 2 years delivering beauty treatments
- Beauty treatment training (product training) including in-house training
- Good knowledge of the human body
- Experience of delivering a range a beauty treatments

### Requirements – Qualifications

- Any of the following qualifications: NVQ/SVQ levels 1 to 3 in Beauty Therapy  
NVQ/SVQ Level 3 in Spa Therapy  
BTEC/SQA National Certificate / Diploma in Beauty Therapy Sciences  
ITEC Diploma for Beauty Specialists  
VTCT Certificate/Diploma in Beauty Therapy  
BTEC HNC/HND in Beauty Therapy Sciences

### Requirements – Personal Characteristics

- A friendly and welcoming manner
- Be capable of putting clients at ease
- Be tactful and have good listening skills
- Be capable of explaining procedures to clients
- Have commercial awareness, and the ability to sell products to customers
- Have a high standard of personal hygiene
- Have the stamina to stay on your feet for long periods of time
- Have an artistic flare, for applying nail art and make-up

### Other Points

3D -Lipo is a machine that offers the advanced combination of technologies designed to target fat removal, cellulite and skin tightening. To research - [www.3d-lipo.com](http://www.3d-lipo.com)  
Training on this machine will be provided to the successful candidate and this will form a large percentage of the work load.