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

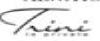
Throughout your shift, you must keep up with the following tasks in order to do a great job.

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<sup>1</sup> 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

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# **Salon Front Desk Training Manual**

**G** Thomas

#### **Salon Front Desk Training Manual:**

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 Franchise Opportunities Handbook ,1976 This is a directory of companies that grant franchises with detailed information for each listed franchise Opportunities Handbook United States. Domestic and International Business Administration, 1988 This is a directory of companies that grant franchises with detailed information for each listed franchise Franchise Opportunities Handbook Labor Relations Reference Manual ,1999 Vols 9 17 include United States. International Trade Administration, 1988 Art and Industry: (1892) Industrial and manual training in the public schools United decisions of the War Labor Board States. Office of Education, Isaac Edwards Clarke, 1892 S/Nvg Level 2 Hairdressing with Barbering Candidate Leah Palmer, 2005 This candidate handbook covers all the relevant knowledge and skills to pass the S NVQ level 2 in Hairdressing It contains details on all types of hair case studies and activities and other key points Franchise Opportunities Handbook United States. Bureau of Domestic Commerce, 1972 Franchise Company Data for Equal Opportunity in Business, 1967 Industry and Product Classification Manual ,1982 Franchise Company Data for Equal Opportunity in Business United Handbook of Integrative Clinical Psychology, Psychiatry, and Behavioral States. Bureau of Domestic Commerce, 1970 Medicine Roland A. Carlstedt, 2009-12-14 This is the long awaited text on interdisciplinary treatment and assessment of among other clinical topics brain derived behavioral cognitive and neurological disorders Niels Birbaumer PhD University of T bingen Germany Member of the German Academy of Sciences Leopoldina Gone is the unidimensional approach of the expert summarizing a topic from a single vantage point Instead the content shifts laterally embracing not only interdisciplinary expertise but an integrative way of thinking that transcends each discipline What makes the Handbook so refreshing is that this cross pollination of ideas and approaches is more than novel theorizing It offers clinicians a new way forward Anthony Feinstein MD MPhil PhD FRCP University of Toronto To maintain the highest standards allied health care practitioners must keep pace with evolving trends in diagnostics interventions and methodologies This book supports clinicians by disseminating important perspectives research and procedures It provides an integrative roadmap that fosters interdisciplinary cooperation Key Features Presents reviews of research on a broad selection of clinical disorders Includes a wide range of established and emerging diagnostic and intervention approaches Discusses viable evidence based alternative treatment methods Critiques certain approaches paradigms and practices that may need to be revised Includes contributions

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