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

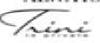
Throughout your shift, you must keep up with the following tasks in order to do a great job.

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.

✓ Receipt machine paper and ink

✓ Printer paper and ink
✓ CC machine Paper

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



# **Salon Front Desk Training Manual**

**Mike Jess** 

**Salon Front Desk Training Manual:** 

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