

## TRINI: CLIENT EXPERIENCE AND EXCELLENCE

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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

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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

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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
- If the phone is out of service, call Primecast immediately at 1-866-671-1117
- Check restrooms
  - ✓ Toilet paper
  - ✓ Hand towels
  - ✓ Tissue
- Oversee that all salon areas are kept neat
- Log late employees
- Delegate shelf stocking to available operator<sup>1</sup>
- Keep retail shelves dusted
- Complete all daily calls
  - ✓ Confirmation
  - ✓ New Client
  - ✓ Call Back
- Call NO SHOWS from the past few days
- Periodic floor walk
- Delegate dishes and laundry to operators
- Prepare *Black Folders*
- Enter new client information in computer
- Restock FD materials
  - ✓ Marketing material
  - ✓ Printer paper and ink
  - ✓ CC machine Paper
  - ✓ Receipt machine paper and ink

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<sup>1</sup> ALWAYS say **please** and **thank you** when interacting with an operator.

# Salon Front Desk Training Manual

**DJ Losen**



## **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     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 United States. International Trade Administration, 1988     **Labor Relations Reference Manual** ,1999 Vols 9 17 include decisions of the War Labor Board     Art and Industry: (1892) Industrial and manual training in the public schools United States. Office of Education, Isaac Edwards Clarke, 1892     S/Nvq 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 States. Bureau of Domestic Commerce, 1970     Handbook of Integrative Clinical Psychology, Psychiatry, and Behavioral 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 Tbingen 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

from renowned psychologists psychiatrists and researchers Clinicians researchers and students will find this book a valuable source for interdisciplinary practice and research It facilitates a sorely needed move toward integrative practice in an era in which specialization pervades

*Department of Justice Manual* Wolters Kluwer,2012-03-23 The new Department of Justice Manual Third Edition takes you inside all the policies and directives outlined in the latest U S Attorneys Manual used universally by the DOJ in civil and criminal prosecutions Along with comprehensive coverage of all the information relied on by today s DOJ attorneys this guide offers you other valuable DOJ publications in the form of Annotations You ll find the Asset Forfeiture Manual the Freedom of Information Act Case List and Merger Guidelines And it s all incorporated in a comprehensive six volume reference You ll discover how to Request immunity for clients using actual terminology from factors that DOJ attorneys must consider Phrase a FOIA request so as to avoid coming within an exempted category of information Draft discovery requests using terminology to avoid triggering an automatic denial by the DOJ Counsel clients on DOJ investigative tactics and their significance using actual DOJ memoranda Develop trial strategies that exploit common problems with certain methods of proof and kinds of evidence offered by the government Propose settlements or plea bargain agreements within the authority of the DOJ attorney handling the case This new Third Edition of Department of Justice Manual has been expanded to eight volumes and the materials have been completely revised to accommodate newly added materials including the text of the Code of Federal Regulations Title 28and Judicial Administration as relevant to the enforcement of the Federal Sentencing Guidelines by the Department of Justice The Manual for Complex Litigation and The United States Sentencing Commission Guidelines Manual The new edition also includes The National Drug Threat Assessment for Fiscal Year 2011 and the updated version of the Prosecuting Computer Crimes Manual In an effort to provide you with the best resource possible as part of the Third Edition the Commentaries in each volume have been renumbered to refer to the relevant section in the United States Attorneyand s Manual for more efficient cross referencing between the Manual and the Commentaries

*Resources in Education* ,2001-04 *Better Office Skills and Service* United States Civil Service Commission. Bureau of Training,1971 *Popular Mechanics* ,1961-06 Popular Mechanics inspires instructs and influences readers to help them master the modern world Whether it s practical DIY home improvement tips gadgets and digital technology information on the newest cars or the latest breakthroughs in science PM is the ultimate guide to our high tech lifestyle

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