Studio Gaven hair colour

**Associate Position**

**Reports to:** Educator & Director

**Schedule**: will match Educator’s

**Desired Attributes:** An Associate must possess and convey passion for the craft of hairdressing! You must be responsible and accountable for ensuring your commitment to our organization, and your education. You need to be able to work closely with our team and contribute to our mission in a positive and proactive manner.

**Position Responsibilities:**

* Actively participate in all educational classes and workshops
* Attend all coaching sessions with your Educator
* Book opportunity shifts with new request guests within the first two months
* Deliver exceptional guest service and have a positive attitude throughout the salon and front desk, which includes but not limited to:
  + **Check-in functions**: Offering guest refreshments, assisting guests with smocks, distributing new guest materials, and collecting visit customization forms
  + **Station/Floor management:** Cleaning up after guests and keeping floor neat and orderly
  + **Check-out functions:** Pre-booking reservations, correct processing of all transactions, and retail consultations
  + **All other POS functions**
* Demonstrate ability to aid your Educator in reaching minimum service, retail, pre-booking, and add-on goals through tracking with your planner
* Demonstrate excellent guest service and exemplify a positive attitude for all guests
* Adhere to Studio Gaven scripts
* Arrive to work with an appropriate amount of time prior to your shift start in order to clock in and join the floor at the time you are scheduled. Must arrive in proper dress code attire, including the correct appearance for work
* Train, learn and grow in a way that prepares you to hit the salon floor by the time you have finished the Associate Program

**Position Requirements**

* Must possess a commitment to growth with the organization, passion for working in the cosmetology field, and desire to build a clientele base
* Must have a current cosmetology license in the state of Tennessee