

## Job Description

### Salon Assistant – St. Louis Park and Bloomington, MN

Blast Blow Dry Bar is a totally new concept in hair salons and one of the fastest growing segments of the beauty industry. We are looking for a Salon Assistant to help with cleaning, stocking and making sure customers have what they need. The individual who applies must be energetic, a hard-worker and willing to work weekends.

#### Principle Responsibilities: Salon Assistant Checklist is always complete

Refill infused water pitcher on island with water & ice (should always be at least half full)

Fill ice bucket with ice

Empty shampoo room towel bin & bin by bathroom sinks-bring to back room

Wash/Dry towels & fold

Refill Towels in shampoo room cabinets

Refill Towels in bathroom sink area

Pick up dirty towels from styling stations as needed and bring to back room

Pick up dirty dishes from salon areas-bring to back room sink area

Wash dirty dishes/dry and return to coffee bar

Refill towel warmer towels & make sure green light is always on

Check with guests if they need any refills on beverages

Fill Keurig coffee maker with water & fill sweetener & creamer containers

Check menus at front desk and replace stock if needed

Straighten styling chairs and clean/organize clutter from work stations & island

Wipe down styling chair bases and around chair after each client to ensure no hair

Dust & organize retail shelves

Clean floors & Dry at closing

Check make up station stock of supplies, dust and organize

Vacuum front rugs & VIP room rug, clean VIP room after each party leaves

Ensure fresh flowers, check water in vases, if new flowers needed-notify manager

Straighten magazines and waiting area chairs/cushions turn on pix frame if needed

Refill candy dishes

Ensure music is always on/appropriate content and volume

Turn on make up light/umbrella & candle

Ensure make up brushes clean

Ensure sinks free of hair and ottomans aligned

Salon looks clean & organized (wipe counters, straighten bottles, etc)

At end of night: Check every station and fill out station checklist attach to this sheet and make note of any missing brushes/equipment

- Cleaning the restrooms daily and making sure they are well stocked.
- Gathering and taking out the garbage when needed during the day and then at the end of shift.
- Breaking down cardboard and taking the recyclables out.
- Getting our fresh lemon water prepared for the next day.
- Make sure that the Salon is clean and well kept
- Make sure to take clean dishes to the floors
- Pick up dirty cups and plates and making sure they get cleaned
- Sweeping, moping of the floor at the end of the night
- Wiping down the chairs after a customer's blowout is complete
- Helping out where needed

## **Qualifications**

### **Required:**

- Have worked in a salon setting before
- Be committed to excellent customer service
- Must be able to multi-task
- Must be detail oriented

### **Preferred:**

- 1-2 years of experience working in a fast-paced industry
- 1-2 years of customer service experience

### **Pay Scale:**

- Competitive Wages
- 20+ hours a week (must work weekends)

**Please send resume to our email:**

Email: [employment@blastdrybar.com](mailto:employment@blastdrybar.com)