

# PARAGON CASINO RESORT

## Job Description

### SPA LA VIE MASSAGE COSMETOLOGIST

<b>Department:</b>	Spa La Vie	<b>Reports to:</b>	Spa La Vie Director
<b>Job Code:</b>	SPA01	<b>License:</b>	Non-Gaming
<b>Position Code:</b>	SPA001	<b>Costing:</b>	500-5000-5030
<b>Pay Grade:</b>	N4	<b>Date:</b>	10/24/24
<b>EEO-1 Code:</b>	5		

**SUMMARY:** Paragon Casino Resort, the world's leading spa, fitness and leisure firm. The Cosmetologist is responsible for providing beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating the scalp.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Understands and uses universal precautions when providing services.
- Assesses contraindications of guest that may prevent service from taking place.
- Cut, trim and shape hair or hairpieces, based on customers' instructions, hair type and facial features, using clippers, scissors, trimmers and razors.
- Analyze patrons' hair and other physical features to determine and recommend beauty treatment or suggest hair styles.
- Bleach, dye, or tint hair, using applicator or brush.
- Shampoo, rinse, condition and dry hair and scalp or hairpieces with water, liquid soap, or other solutions.
- Performs all treatments on services' menu based on current certifications.
- Suggests to guests' other beneficial treatments offered in the spa.
- Understands the ingredients in products and can explain their benefits to the guests. Answers guest's questions in a knowledgeable and professional manner.
- Begins and ends all treatments on time.
- Works assigned schedule.
- Ensures that work areas are clean and set according to procedures.

- Informs supervisor of product needs.
- Creates and maintains client cards with treatment notes, when appropriate.
- Completes all assigned side work.
- Attends all scheduled meetings.
- Attends schedules professional trainings.
- Cleans and disinfects all equipment on a daily basis.
- Other duties as assigned

**Paragon Casino Resort requires all Associates to consistently:**

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- Exceed Guests expectations with quality and friendly service.
- Treat all Associates and Guests with respect, dignity, integrity and sensitivity.
- Provide a safe working environment by complying with safety rules and reporting potential hazards.
- Comply with company performance standards and departmental policy and practices.
- Demonstrate pride and professionalism for the property, its goals and the Associate Pledge.
- Support training and development for all Associates.
- Communicate and share ideas, concerns and explain “Why” behind decisions.
- Maintain a consistent, regular attendance record.

**REQUISITE QUALIFICATIONS:**

The requisite qualifications listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** High School diploma or general education degree (G.E.D.) Valid state license in cosmetology. Preferred training or certification from hair styling or cosmetology school.

**Qualifications:**

- Customer service experience, preferably in a spa.
- Previous hair styling experience preferred.
- Ability to explain various treatments/services to guests.
- Excellent customer service skills and work ethic.
- Efficient, well organized, and able to handle a variety of duties simultaneously.
- Energetic, enthusiastic and motivational.
- Professional manner, discretion, and appearance.
- Excellent verbal and written skills.
- Strong team player.
- Must be comfortable with product recommendation.
- Ability to lift 25 lbs.
- Ability to stand for long periods of time

- Awareness of proper body mechanics to prevent injury
- This position required the ability to stand, stoop, kneel, crouch, bend, walk, and talk
- The employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms
- Normal work hours: varied to include nights, weekends, and holidays.

**Must apply for, be granted and retain a valid Tribal Gaming License during their employment with Paragon Casino Resort. Must understand and abide by all regulations as stated in the Tribal-State Compact.**

**Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of guests or Associates of the organization.

**Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

**Reasoning Ability:** Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Physical Demands:** The physical demands described here are representatives of those that must be met by an Associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties, the Associate is regularly required to talk or hear. The Associate is also regularly required to stand; walk; sit; and use hands to finger, handle, or feel objects, tools or controls. The Associate is occasionally required to reach with hands and arms, and to sit; climb or balance; and stoop, kneel, crouch or crawl.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an Associate encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate.