

## Lancaster City Council - Job Description

<b>Job Title:</b>	<b>Beauty Therapist</b>	<b>Grade:</b>	<b>6</b>	<b>Job Code:</b>	<b>LCC351</b>
<b>Job Family:</b>	<b>Customer &amp; Support Services</b>	<b>Job Family Group:</b>	<b>Sport &amp; Leisure</b>	<b>Reports to:</b>	<b>Business Development Manager</b>

### Job Summary

To contribute towards the spa achieving revenue targets by providing beauty treatments, therapies and retail sales of the highest standard to all clients to develop an innovative, quality spa operation in order to increase usage and profitability for Salt Ayre Leisure Centre.

### Direct Responsibilities

- Carry out Beauty treatments to the highest standard.
- Recommend retail products for clients based on their needs.
- Ensure that the Spa environment and treatment rooms are clean and tidy to the highest standard.
- Ensure that all Spa users adhere to Spa rules and regulations.
- Carry out reception duties.
- Provide high levels of customer service to clients of the Spa.
- Take responsibility for own columns ensuring white space is advertised.
- Promote the spa via social media.
- Ensure a spa presence is felt in others of the Centre.

### Primary Objectives

- Carry out Beauty treatments to the highest standard.
- Recommend retail products for clients based on their needs.
- Ensure that the Spa environment and treatment rooms are clean and tidy to the highest standard.
- Ensure that all Spa users adhere to Spa rules and regulations.

### Knowledge & Educational Requirements

#### Specialised Knowledge:

NVQ Level 2 or 3 or equivalent in Beauty.

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### Functional skills, knowledge and abilities:

Treatment specific knowledge, contraindications.

### LCC specific knowledge:

Understanding, implementation and adherence to Lancaster City Council's policies and procedures.

Understanding, implementation and adherence to Our Values.

Understanding of the post holder's own and their team's contribution to the Council's Corporate Plan.

### Other Requirements

The hours of work are a 5 out of 7 days on a shift rota basis to suit the needs of the business.

### Additional information

#### General Statement

The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role.

As a normal part of your job, you are expected to routinely undertake corporate activities on behalf of your Directorate, appropriate to grade of the role.

#### Learning and Development

You are expected to undertake any training and development appropriate to the current and future needs of the post.

#### Health & Safety at Work

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description above. It is the employee's responsibility to ensure that they are familiar with the Council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

#### Equal Opportunities

Lancaster City Council is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

#### Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Lancaster City Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

#### Safeguarding

Lancaster City Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We

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are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.