

Job Title	Technician – Hairdressing & Beauty
Department/Institute	Institute of Community Service
Reporting to	Director of Institute
Main Objective	The post holder will be expected to effectively contribute to the development of the Hairdressing and Beauty sectors at the Institute of Community Services.

Hair & Beauty Salons

- 1) Ensure salons are ready for use.
- 2) Liaise with lecturers on equipment requirements.
- 3) Issue equipment to students and monitor use.
- 4) Assess students under supervision of a lecturer in suitable areas.
- 5) Ensure that reception area is ready for use.
- 6) Prepare reception duties roster for students.
- 7) Prepare cash register etc. for reception duties and monitor students doing reception duties.
- 8) Book salon appointments on the days when students are not on reception duties.
- 9) Assist hair & beauty lecturers during lessons when the need arises (e.g. during colour for hair and hot stones in beauty).

Stock

- 10) Monitor dispensaries and stock during practical classes and supervise students.
- 11) Make sure client record cards are well organized.
- 12) Order stock, maintain stock levels and maintain stock records.
- 13) Undertake monthly stock take & report discrepancies to Administration.
- 14) Monitor Health and Safety.
- 15) Ensure all legislations are complied with.
- 16) Organise maintenance of equipment.
- 17) Ensure all equipment is in working order.
- 18) Organise pat testing on electrical equipment.
- 19) Monitor usage of equipment.
- 20) Maintain Health & Safety files and update as required.
- 21) Ensure all medical checks are completed and disclaimers are signed as required by all clients and models.

Laundry

- 22) Ensure all gowns, towels etc. are laundered and correctly stored.
- 23) The list of duties can change according to the exigencies and demands of MCAST within the same grade of the post.