



Job Description

Position Title: Esthetician
Position Supervisor: Fitness Centre Manager

Job Number 2023-20
Schedule: Seasonal, Part-Time

Supervisory Duties: None

Wage/Salary: \$12 - \$17/hr DOE
Tips/Commissions

FLSA Status: Non-Exempt

Travel Req'd: Up to 10% local

Summary

The esthetician's responsibilities include providing relaxation services to clients by applying carefully selected creams and oils to ensure the health of their patient's skin. The esthetician may answer phone calls and respond to email requests from members, guests and club staff regarding services and scheduling; may schedule appointments for training and spa services; and will assist with organizing spa and fitness center in clean, orderly fashion.

The esthetician is expected to arrive, ready to work, 15 minutes before the scheduled appointment; the esthetician may work varied and irregular schedules or hours to meet the requests of members, guests, and special events.

Essential Duties & Responsibilities

- Provide high quality facials/body treatments, hair removal, cosmetic treatments, makeup application/services, and related relaxation services that meet the needs of each individual client.
- Accompany clients to and from treatment rooms and thank them on departure; greet members and guests by name and in a warm, courteous and professional manner.
- Interview clients to obtain information about contraindications.
- Examine client's skin to evaluate the suitability of treatments; make recommendations for treatments.
- Advise clients on skin care; recommend suitable treatments and home care regimens; recommend skin care products to customers, including moisturizers and facial washes.
- Make entries in and maintains treatment records for each member-client; complete necessary information to invoice for services provided.
- Engage with clients during sessions on topics relating to their interests.
- Prepare treatment room for scheduled appointments prior to the start time of that appointment.
- Keep the treatment room clean and tidy; clean any used equipment in between appointments when needed.
- Take soiled laundry to onsite laundry facility as needed during shift, and at a minimum at the end of each shift.
- Vacuum and mop floors daily.
- Provide excellent customer service; address problems; troubleshoot and address member/guest concerns and requests.
- Adhere to appointments in a timely manner by monitoring the master appointment schedule; respond in the manner prescribed to all scheduling requests/requirements sent by the Fitness Center to ensure all member/guest reservations are supported.
- May provide makeup application lessons.
- Perform other duties as assigned.

Minimum Education & Experience



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- Current and active Esthetician's license for the State of Montana.
- Minimum 6 months work experience as an Esthetician.
- Preferred: High School diploma or equivalent.
- Preferred: 1 year experience as an esthetician in a spa or similar treatment center.

Knowledge, Skills & Abilities

- Broad knowledge of skin care techniques.
- Ability to develop a plan of action for client's care.
- Ability to use computers, tablets, and databases for the purpose of scheduling, billing, and similar activities.
- Ability to communicate effectively orally/verbally with diverse group of individuals and age ranges.
- Ability to be flexible and adaptable in highly fluid and dynamic environment.
- Ability to work with a team and interact with others in a professional and courteous manner.
- Ability to maintain the confidentiality of Stock Farm Club and member and guest information.
- Ability to maintain professionalism and image of the Stock Farm Club.
- Preferred: Knowledge of gym or fitness center operations desired.
- Preferred: Foundational skills in the use of Microsoft Excel or similar spreadsheet software.
- Preferred: Prior successful employment with the Stock Farm Club in this or a related position.

Additional Requirements & Documentation

- Must be able to pass employment background checks and state license verification checks.
- Must possess First Aid and CPR/Defibrillator training, or be able to obtain the certification within 30 days of employment (training provided by Club).
- Must be able to work overtime and holidays as required; must be able to work additional weekday and early morning or evening hours as required.
- Must be able to work variable schedule to include last-minute scheduling needs/changes and working split shifts.
- Must be insurable by Club's auto insurance provider and possess a valid driver's license.

Environmental & Physical Conditions

General physical activities. Work involves long periods of walking, standing, use of arms and legs, and movement of entire body. Work includes climbing; lifting; balancing; walking; stooping; pulling and pushing; kneeling, and bending; and safely lifting and carrying items up to 50 pounds. Work involves walking on uneven and slippery surfaces.

Stock Farm Club is an equal employment opportunity employer (EEO). The Club does not refuse employment or discriminate in compensation, or the other terms, conditions, and privileges of employment based upon race, color, national origin, age, physical or mental disability, marital status, religion, creed, sex, political beliefs, genetic information, veteran's, LGBTQ, vaccine status or whether a person has an immunity passport status. The Club does not tolerate discrimination or harassment because a person is married to or associates with any of these protected groups.