



The Elliott Community currently has an opening for a Flexible Part Time Hair Stylist. All qualified applicants please contact Human Resources at [humanresources@elliottcommunity.org](mailto:humanresources@elliottcommunity.org).

**Flexible Part Time Hair Stylist**

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**Job Overview –** The Hair Stylist is responsible for providing residents of The Elliott Community, as well as other clients, with courteous and professional hair styling, nail care and facial waxing services to enhance their personal appearance as per client choice. The Hair Stylist will be tasked with performing a variety of salon services including but not limited to shampooing, coloring, cutting, styling of hair, perms, manicures and facial waxing as directed by each client. Other duties include maintaining a clean and safe working environment, handling customer service complaints and inquiries, processing payment for services rendered and scheduling of appointments. Other duties will be assigned as necessary, under the direction of the Director of Recreation & Volunteer Services.

**Job Responsibilities:**

- To treat each resident with respect following the Resident Bill of Rights.
- Establish and maintain a welcoming environment in the salon.
- Responsible for providing courteous customer service at all times.
- Perform clerical duties such as answering phones and returning client messages.
- Responsible to porter residents to and from salon appointments as necessary for LTC and Retirement home areas.
- Provide shampoo and conditioning services.
- Cut and shape client hair using a variety of tools and cutting/styling techniques.
- Provide gentlemen with moustache/beard trimming and professional shaving services.
- Provide clients with perms, colouring, highlighting and/or colour correction services.
- Provide advice regarding hair care and style maintenance as necessary.
- Provide professional nail care services.
- Provide professional facial waxing services.
- Responsible for coordinating and scheduling appointments to accommodate resident bathing times, while ensuring that all disciplines affected are notified of all appointment changes.
- Sell hair care products suitable for client needs.
- Responsible and accountable for daily cash float ensuring daily totals are balanced.
- Responsible for cash sales and issuing of receipts to Retirement Residents and outside clients as required.
- Responsible for cleanliness of workstations, washing sinks, equipment and salon floors at all times.
- Inspect, clean and repair/replace worn or broken tools.
- Disinfect all tools using appropriate solutions/equipment.
- Ensure used salon towels are replaced and brought to laundry on a daily basis.
- Keeping up to date on our Fire/Emergency procedures for The Elliott Community.
- Ensure that salon licence is visibly posted in the salon.
- Provide guidance and direction to Volunteers and/or Students as required.
- Perform other related duties as assigned.

**Qualifications:**

- High School Diploma, G.E.D. or equivalent.
- Valid Provincial Hairstyling/Barber's license.
- Minimum 2 years of hairstyling experience
- Strong customer service and troubleshooting skills.
- Exceptional attention to detail.
- Highly flexible, with solid interpersonal skills that allow one to work effectively in a diverse working environment.
- Ability to work well under pressure.
- Ability to communicate effectively and professionally both verbally and in writing.
- Cash handling experience.
- Commitment to health and safety.
- Computer knowledge of MS Word, Excel, Outlook.
- Must have the ability to function successfully within an interdisciplinary team and be able to identify crisis situations.
- Working experience working in LTC setting.

**Requirements of the Job:**

	Manual dexterity required to use hair cutting/styling tools. May be required to lift up to 25 lbs.
Physical:	Consistent physical activity including standing for long periods of time, walking, bending, climbing stairs, reaching. Ability to assist residents in moving from a sitting position to a standing position, walking and pushing of wheelchairs as required.
Emotional:	Must be in good physical and mental health. Must have emotional strength to work with frail and aging residents. Ability to remain calm and professional when faced with frequent interruptions.
Hours	Flexible Part Time: Ability to work weekends and holidays as required.

In support of persons with disabilities, The Elliott Community asks that job applicants with disabilities who require accommodation in the recruitment and selection process, please advise Human Resources if contacted for an interview so that a suitable accommodation can be arranged. (In compliance with AODA, 2005, Integrated Accessibility Standards 2011, Employment Standards). If you require assistance in completing a job application due to a disability please contact Human Resources directly at 519 822 0491.

*We require that all finalist applicants, volunteers, students and board members, must undergo a Criminal Record Check and Vulnerable Sector Screen through their local Police Services Branch prior to start date*