

**MASONIC VILLAGE**

**POSITION DESCRIPTION**

Position Title: Nail Technician FLSA Status:

Department: Wellness\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Title: Cosmetology Supervisor\_\_\_

**I. POSITION OBJECTIVE**

Perform nail services for Masonic Village retirement living residents and others populations as required.

**II. ORGANIZATIONAL COMPETENCIES**

**Serving Others**

* Listens to their customers to identify and clarify their needs.
* Works with leadership and co-workers to develop workable solutions that best fit the needs/wants presented by the customer.
* Maintains a beneficial working relationships with all of our customers through continued communication.
* \*Customer is defined as resident, families, co-workers and vendors.

**Teamwork**

* Exhibits teamwork through the ability and willingness to work and communicate with the members of the organization in achieving Masonic Villages’ goals.
* Provides support and resources to assist in the success of the team and how it interacts with other teams within the organization.
* Provides timely, constructive, and respectful feedback to the team and team goal(s).
* Assists co-workers in the completion of tasks.

**Trust and Respect**

* Exhibits actions and behaviors that are respectful toward creating an environment where all individuals are treated with compassion, dignity, and honesty.
* Relationships are built on treating others as we want ourselves to be treated. Exhibits an understanding and acceptance of cultural differences.
* Respect for co-workers in timely attendance, active engagement at meetings and following through on the completion of job duties or assignments.

**Personal Accountability**

* Engaged in the success of the organization through commitment to Masonic Villages Mission, Vision, and Values. Personally adheres to the Personnel Policy Handbook and the Code of Conduct of the Masonic Villages.
* Assists co-workers and others in following the established employment guidelines and policies of the Masonic Village.

**Personal Responsibility**

* Takes ownership of his/her actions and words.
* Models behavior that results in thoughtful decision making, critical thinking, and problem solving.
* Successfully completes assigned tasks and job duties, and if needed, requests guidance/assistance for tasks and job duties from leadership and co-workers.
* Willingly assists co-workers as they learn new tasks and job duties and will assist with the completion of a job or task that requires more than one person for completion.
* Is punctual to begin work at the designated start time of each shift and leaves work at the designated end time of each shift.
* Understands that consistent work attendance is required and avoids excessive absenteeism. Will follow Masonic Villages and/or departmental guidelines for attendance.

**III. ESSENTIAL FUNCTIONS/PROFESSIONAL COMPETENCIES**

1. Knowledge and adhere to all PA State Board of Cosmetology Licensing requirements for salon nail technicians.
2. Clean and sanitize tools such as nail chair/table, pedicure chair, manicure and pedicure tools etc.
3. Responsible for set up & clean up at the beginning and end of each day.
4. End of every day empty soiled linens and put in proper laundry cart and take to the designated pick up location.
5. Responsible for daily scheduling and billing in computer systems in a timely manner.
6. Update and maintain client records in the computer system for all services.
7. Demonstrates the ability to perform the following services:

* Providing high-quality manicures and pedicures, which include removing old nail polish from fingernails and toenails
* Cleaning and shaping of the nails
* Pushing back the cuticles
* Applying new polish based on clients’ preferences
* Recommending various nail designs and nail art to clients
* Evaluating the condition of clients’ nails and advising them of proper nail care
* Providing quality hand and foot massages

**IV. KNOWLEDGE / EXPERIENCE REQUIREMENTS**

1. High school graduate or equivalent
2. Maintains a current nail technician license with the PA State Board of Cosmetology.
3. Two years of working experience preferred.
4. Updating professional knowledge by learning two new technical skills per year to stay current with upcoming trends.
5. Good customer service, written, oral, organizational and basic computer skills.

**VI. PHYSICAL JOB REQUIREMENTS**

**See Physical Job Requirements Checklist in Human Resources**

**VII. APPROVALS FOR POSITION DESCRIPTION**

Erin Aponte Erin Aponte

Name (Please Print) Signature

Supervisor 08/06/2020

Title Date

Name (Please Print) Signature

Nail Technician

Title Date

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.*