

# COMPTON COMMUNITY COLLEGE DISTRICT



## COSMETOLOGY ASSISTANT

FLSA: NON-EXEMPT

### DEFINITION

Under general supervision, performs manual and clerical duties related to the maintenance and operation of a cosmetology stockroom; performs clerical and receptionist duties.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned management or supervisory staff. Exercises no supervision of staff.

### CLASS CHARACTERISTICS

This class is responsible for providing assistance to instructors and students to reinforce classroom lessons. The work requires basic knowledge of subject areas applicable to the area of assignment and the ability to provide support to students in an effective and engaging manner. Responsibilities include providing technical assistance in the maintenance and use of equipment in the assigned area, maintaining the inventory of supplies, record-keeping, and maintaining the assigned area in a safe and working order. This class is distinguished from the Laboratory Technician in that the latter requires the knowledge of specialized equipment and materials related to the assigned scientific laboratory.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to provide reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Issue supplies such as dyes, lotions, rinses, shampoos, polishes, and astringents to instructors and students.
- Prepare stock solutions such as permanent wave lotions, neutralizers, shampoos, and rinses.
- Prepare materials and supplies as requested to support instructors and classroom activities.
- Sterilize and clean equipment.
- Maintain perpetual inventory of stock and order new materials and solutions.
- Schedule appointments, maintain patron appointment records, collect and track service fees.
- Receive visitors and answer telephone, perform receptionist duties, conduct front desk tasks as directed and contact prospective students regarding cosmetology program waiting list.
- Assign students' lockers equipment tags and supplies for each class, maintain time records for students, assist in attendance tracking, and generate related reports.
- Prepare State Board of Cosmetology forms and attendance records.
- Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

Cosmetology materials such as dyes, rinses, bleaches, and astringents.  
Operation of a stock room.  
Inventory practices.  
Record-keeping techniques. Telephone techniques and etiquette.  
Interpersonal skills using tact, patience, and courtesy.

### **Ability to:**

Organize and maintain a stock room.  
Prepare lotions, astringents, shampoos, and dyes according to formulas.  
Maintain accurate records of supplies and equipment.  
Establish and maintain cooperative and effective working relationships with others.  
Utilize current software applications, enter data and generate reports. Lift and move supplies and equipment

### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to a Certificate in Cosmetology and one (1) year of experience related to Cosmetology.  
Cosmetology license desirable.

## **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This classification primarily works indoors and requires frequent standing in and walking between work areas. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and shelve materials. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

## **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and some direct exposure to hazardous physical and/or chemical substances and materials. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.